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Privacy Act Issuances
1989 Compilation

Volume III

Systems of Records
Agency Rules

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Administration

PRIVACY ACT ISSUANCES, 1989 COMPILATION

VOLUME III

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PRIVACY ACT ISSUANCES, 1989 COMPILATION

EXPLANATION

This multivolume biennial compilation contains:

—descriptions of systems of records maintained on individuals by Federal agencies which were published in the FEDERAL REGISTER as required by the Privacy Act of 1974;

—rules of each agency which set out the procedures that agencies will follow in helping individuals who request information about their records.

AUTHORITY

This compilation of Privacy Act Issuances is published by the Office of the Federal Register in compliance with the requirements of the Privacy Act of 1974 (5 U.S.C. 552a).

CUTOFF DATES

This compilation reflects rules and notices of systems of records in effect as of December 31, 1989.

TITLE AND FORM OF CITATION

The official title of this publication is "Privacy Act Issuances, 1989 Compilation. To cite a system of records or rule in this publication, the form of citation would be:

Privacy Act Issuances, 1989 Comp., Volume ..., p....

HOW TO USE THIS COMPILATION

Identify the system you think may contain information about you and the agency that maintains those records.

Read the agency's regulations following its systems of records to determine the procedures you must follow to obtain information from that agency.

INFORMATION YOU CANNOT GET

There are limitations to the kind of information you can get. The agency may refuse to let you see information that—

—Relates to national security;

—Could reveal a confidential source; or

—Could be used to give people an unfair advantage on a government examination.

Generally, an agency's system notices (description of its systems of records) and its regulations will describe that agency's limitations on release of information.

SOME GENERAL REQUIREMENTS

How To Make a Request

In most cases you can inquire in person or by mail. It will be easier for the agency to help you, and your request will be handled more quickly, if you follow these procedures:

1. Give your full name and address, and sign your request.
2. Specify the system(s) of records you believe contain information about you.
3. Provide the relevant information required by the system you are interested in. For example, if you are inquiring about any contract you have had with the Government (loan application, contract, grant application, etc.), give the date and subject matter, and any identifying numbers that appear on documents you received.
4. Address your request to the official or person and address given in the system entry.
5. Print the words "PRIVACY ACT REQUEST" on the front of the envelope.

Proof of Identity

The agency will need some proof of your identity such as—

1. A document with your full name and address;
2. A document that has your signature and/or your photograph such as a passport, medicare card, or unemployment insurance book.
3. Any other identification specified in the system entry or regulations. If your request is by mail, you should include copies of whatever documents the agency requires to prove your identity. There is a penalty for making false statements.

Fees

The agency may charge you a fee for a copy of your records, but they may not charge you for the time and expense of locating them. The agency's rules usually state how much the fee is.

GENERAL INQUIRIES

This volume was edited by Gladys Queen Ramey under the direction of Richard L. Claypoole.

For further information concerning the technical aspects of this volume, call 202-523-3187. Written comments or suggestions should be addressed to the Director, Office of the Federal Register, National Archives and Records Service, Washington, D.C. 20408.

Martha L. Girard,
Director, Office of the Federal Register.

PRIVACY ACT ISSUANCES—1989 COMPILATION

The Office of the Federal Register has issued its 1989 Compilation of Privacy Act Issuances as required by 5 U.S.C. 552a(f). Listed below are the agencies in this volume.

Defense Department:
Air Force Department
Army Department
Defense Advanced Research Project Agency
Defense Communications Agency
Defense Contract Audit Agency
Defense Intelligence Agency
Defense Investigative Service
Defense Logistics Agency
Defense Mapping Agency
Defense Nuclear Agency
Joint Chief of Staff
Marine Corps
National Security Agency
Navy Department
Office of the Inspector General
Office of the Secretary
Uniformed Services University of Health Services

DEFENSE DEPARTMENT
UNITED STATES ARMY

HOW SYSTEMS OF RECORDS ARE ARRANGED. Department of the Army records are arranged by major functional categories. Systems of records notices are grouped similarly. For example, a system of records about assignment of military personnel may be found in the 'military personnel' functional area - the 700 series; medical treatment records are in the 'medical' functional area - the 900 series. Some subjects, such as investigations, are treated as subelements of a major function; e.g., 'military police', 'security', and 'intelligence' investigations are found in the 500 series; 'criminal' investigations in the 400 series; 'military personnel' investigations in the 700 series. 'Civilian personnel' investigations, however, are not covered by Army system notices but can be found in Civil Service Commission systems of records - in this case, under 'CSC/GOVT-4'. The following list serves as a general guide to subjects which are retrieved by personal identifier and are contained in the Army systems of record notices. To this guide have been added Civil Service Commission systems of record notices which identify records in the temporary custody of the Army and bear CSC/GOVT identification numbers.

HOW TO USE THE INDEX GUIDE. As an aid in locating a particular system of records, follow the general guide below. The series in which the subject is located will appear as numbers of the system notice identification. For example pay records for military and civilian personnel are in the 300 series; comparable system notices are A0305.08aDACA and A0306.01aDACA respectively. The first letter A represents the Army and the suffix letters are internal management accounting devices. System notices are published in numerical sequence. Following the identification number, the system notice is further identified by name, location, and the category of individuals included.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

Appeals, Grievances, Complaints (civilian)
A0614... and CSC/GOVT-1

Awards and Decorations
A0600... and A0718...

Civilian Personnel Investigations
A0502... and CSC/GOVT-4

Civilian Personnel Records
A0814... and CSC/GOVT-3

Congressional Inquiries
A0411...

Contractors
A1405... and A1519...

Court-martials
A0404...

Criminal Investigations
A0508...

Dependents' Education
A1015...

Housing
A1511...

Inspector General Inspections/Investigations
A0224...

Intelligence/Counterintelligence
A0500...

Labor-Management Relations
A0814...

Laundry and Drycleaning
A1427...

Law Enforcement
A0225... and A0509...

Legal Assistance
A0402...

Logistics
A1400...

Locator Files
A0100...

Management Functions
A0200...

Medical Records (civilian)
A0609..., A0917... and CSC/GOVT-3

Medical Records (military)
A0714... and A0900...

Military History
A0228...

Military Personnel Records
A007..., A0200..., and A0700...

Non-appropriated Funds
A0314...

Passports
A1205...

Pay (civilian and military)
A0300...

Pharmacy Services
A0913...

Photographic Records
A1107...

Planning, Programming, and Operations
A0200...

Postal
A1108...

Privacy Act Requests
A0201...

Procurement
A1402...

Real Estate
A10504...

Review Boards (military)
A0708... and A0727...

Security Access/Clearance
A0506...

School Files
A1010... and A1012...

Telephone Directories
A1101...

Training
A0700..., A0800..., A1000..., A1111... and CSC/GOVT-3

Travel and Transportation
A0302..., A1201..., and A1205...

Veterinary Service
A0929...

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a rountine use outside the DoD or the U.Q. Government fmr the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national securityof the United States.

AAFES0207.02

System name:

Customer Comments, Complaints, and Direct Line Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

Users of the Army and Air Force Exchange Service who make inquiries, complaints, or comments on its operations.

Categories of records in the system:

Customer's name, address and telephone number, information pertaining to the subject of inquiry, complaint, or comment and response thereto; customer opinion survey data.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To aid the Exchange management in determining needs of customers and action required to settle customer complaints.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, stored in metal cabinets.

Retrievability:

By customer's name.

Safeguards:

Records are accessible only by designated employees having official need therefor. Buildings housing records are protected by security guards.

Retention and disposal:

Records are destroyed by shredding after 3 years.

System manager(s) and address.

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals wishing to know whether or not this system of records contains information about them should write to the System Manager, ATTN: Director, Personnel Division, Dallas, TX 75222, providing their full name, current address and telephone number, case number that appeared on correspondence received from AAFES, and signature.

Record access procedures:

Individuals desiring access to records on themselves in this system should write to the System Manager and furnish information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

AAFES0306.12

System name:

Personnel Security Case Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Pacific; HQ, AAFES-Europe: Exchange Regions, Area Exchanges; Post, base, and satellite Exchanges within the Continental United States and overseas.

Categories of individuals covered by the system:

Persons affiliated with the Army and Air Force Exchange Service by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

Categories of records in the system:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. It may also contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

Authority for maintenance of the system:

Executive Order 11652.

Purpose(s):

To assist in the processing of personnel security clearance actions; to record security clearances issued or denied; and to verify eligibility for access to classified information or assignment to a sensitive position. Records may be used by AAFES commanders for adverse personnel actions such as removal from sensitive duties, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be released to Federal agencies based on formal accreditation as specified in official directives; regulations; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders; cards; computer tapes, punched cards, or discs.

Retrievability:

By individual's surname.

Safeguards:

Records are located in locked safes or cabinets; access is restricted to designated individuals having need therefor in the performance of official duties.

Retention and disposal:

Records are permanent. They are retained in active file until the end of the fiscal year in which the individual is no longer employed or associated with the Army and Air Force Exchange Service; held 2 additional years in inactive status and retired to the National Personnel Records Center, St Louis, MO 63118.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: AAFES-SS, providing their full name, SSN, present address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; investigative results furnished by the Defense Investigative Service and other Federal, Department of Defense, State, local, and/or foreign law enforcement agencies.

Exemptions claimed for the system:

None.

AAFES0307.01

System name:

Carpooling Program

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

Categories of individuals covered by the system:

Persons participating in carpool program who voluntarily provide information for release.

Categories of records in the system:

Individual's name, home address and telephone number, map coordinate of home or nearby reference points, working hours, and similar information.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To assign and administer allocated carpool parking assignments; establish priority of assignments, assist members and applicants in contacting one another and provide printout of individuals in systems to other participants who desire to arrange a carpool.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the City of Dallas, TX for inclusion in its Ridesharing Program. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; reference cards.

Retrievability:

By individual's surname.

Safeguards:

Information is accessible only to authorized personnel and those providing identification and purpose for which information is requested; may be accessed by persons seeking members who have provided consent for release of information.

Retention and disposal:

Retained only on active participants; destroyed upon request/reassignment.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Information may be obtained from the Administrative Services Division, HQ AAFES.

Record access procedures:

Requests should be addressed to the Administrative Service Division, HQ AAFES and include individual's name, current address, and sufficient information to permit locating the record.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

AAFES0401.04

System name:

Official Personnel Folders and General Personnel Files.

System location:

The Official Personnel Folder is located in the Personnel Office at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; regional offices and post and base area exchanges. Included in this system are the Employee Service Record Card Files and those records duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or supervisor's work folder).

Categories of individuals covered by the system:

Current and former employees of the Army and Air Force Exchange Service.

Categories of records in the system:

Name, Social Security Number, date of birth, home residence, mailing address, telephone number; records reflecting work experience, educational level achieved; letters of commendation; training courses in which enrolled and certificates of completion; security clearance; personnel actions such as appointments, transfers, reassignments, separations, reprimands; salary and benefits documents to include allowances and insurance data; travel orders; and similar relevant information.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

The Official Personnel Folder and other general personnel records are the official repository of the records, reports of personnel actions, and the documents and papers required in connection with these actions effected during an employee's service with the Army and Air Force Exchange Service. Records provide the basic source of factual data about a person's employment with the agency and have various uses by AAFES personnel offices, including screening qualifications of employees, determining status, eligibility, and employee's rights and benefits, computing length of service, and other information needed to provide personnel services.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Labor, Veterans Administration, Social Security Administration, Federal agencies that have special civilian employee retirement programs; or a national, state, county, municipal, or other publicly recognized charitable or income security administration agency (e.g., State unemployment compensation agencies), where necessary to adjudicate a claim under the retirement, insurance or health benefits programs or to an agency to conduct studies or audits of benefits being paid under such programs. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; Kardex files; microfilm or microfiche, and in computer processible storage media.

Retrievability:

By employee's name.

Safeguards:

Paper or microfiche/microfilmed records are located in locked metal cabinets or in secured rooms with access limited to those personnel whose official duties require access. Access to computerized records is limited, through use of access codes and entry logs, to those whose official duties require access.

Retention and disposal:

The Official Personnel Folder is permanent. Upon employee's separation, it is transferred to the National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, MO 63118. Duplicate records maintained in an administrative office or at supervisory levels are destroyed 90 days after employee's separation. Service Record Card Files are retained for 5 years following employee's separation and retired to a records holding area for 15 additional years before being destroyed, except that those of employees of discontinued AAFES installations are retired to the National Personnel Records Center (Civilian). Automated personnel records are retained indefinitely for managerial and statistical studies; after an employee's separation, records are not used in making decisions concerning the employee.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Personnel Division, Dallas, TX 75222. Individuals must furnish their full name, SSN, current address and telephone number; if terminated, also include date of birth, date of separation, and last employing location.

Record access procedures:

Individuals desiring access to records concerning themselves should write to the System Manager, providing information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, educational institutions, officials and other individuals of the Army and Air Force Exchange Service, third parties responding to reference checks, previous employers, law enforcement agencies, physicians.

Exemptions claimed for the system:

None.

AAFES0403.01

System name:

Application for Employment Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222, for applicants of executive and managerial positions. Records of applicants for all other AAFES positions may be located also at AAFES-Europe, AAFES-Pacific, regional offices, and post, base exchanges and satellites.

Categories of individuals covered by the system:

Persons who have applied for employment in the Army and Air Force Exchange Service.

Categories of records in the system:

Applications generally include individual's name, date of birth, SSN, home address, information on work and educational experience, military service, convictions for offenses against the law, specialized training, awards or honors; documents reflecting results of written examinations and ratings; reference checks and results; evidence of satisfactory physical condition, preemployment investigations and clearances deemed appropriate to the position for which application is made; notification from AAFES concerning selection/non-selection.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

The records are used in considering individuals who have applied for positions in the Army and Air Force Exchange Service by making determinations of qualifications including medical qualifications, for positions applied for, and to rate and rank applicants applying for the same or similar positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By applicant's surname.

Safeguards:

Records are maintained in a secured area with access limited to authorized personnel whose duties require access.

Retention and disposal:

Applicant records may be retained up to 3 years; records for applicants hired become part of the person's Official Personnel Folder. Documents on individuals who are not hired may be held from 3 months to 3 years depending upon whether or not adverse reference and/or derogatory credit checks are received.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Personnel Division, furnishing full name, SSN, current address and telephone number, and sufficient details concerning position and location thereof for which application had been submitted.

Record access procedures:

Individuals desiring access to records on themselves in this system should write to the System Manager and furnish information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her previous employer(s) and personal references, law enforcement agencies, medical authorities.

Exemptions claimed for the system:

None.

AAFES0403.05

System name:

Employee Examination Records.

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

Categories of individuals covered by the system:

Employees under consideration for promotion to managerial positions.

Categories of records in the system:

Test scores and cumulative data for those employees who take the AAFES test battery, consisting of (a) SET tests, (b) Thurstone Test of Mental Alertness, (c) Wesman Personnel Classification Test, (d) Thurston Temperament Schedule, and (e) Personagraph (Allston B. Hobby Associates).

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

Used for research purposes and as a predictor of one's success under given situations for promotional aptitude to positions at the managerial level.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked containers.

Retrievability:

By employee's surname.

Safeguards:

Information is accessed only by designated individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Information is retained indefinitely.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: Director, personnel Division, Dallas, TX 75222. Individual should furnish his/her full name, SSN, current address and telephone number, and, if separated, date of birth, date of separation, and last employing location in addition to the above.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should write to the System Manager and furnish information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Individual tests taken by the employee.

Exemptions claimed for the system:

None.

AAFES0403.11

System name:

Personnel Departure Clearance Records.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific; regional offices; base and post exchanges and satellites world-wide.

Categories of individuals covered by the system:

All employees of the Army and Air Force Exchange Service.

Categories of records in the system:

Name, SSN, job data, reason for departure, and clearing offices' approval.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To ensure that departing employees have been properly out-processed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked filing cabinets.

Retrievability:

By employee's surname.

Safeguards:

Information is accessed only by designated individuals having official need therefor in the performance of their duties.

Retention and disposal:

Records are closed at the end of the fiscal year, held 1 year, and destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Director, Administrative Services Division, providing full name, SSN, current address and telephone number, and date and place of separation.

Record access procedures:

Individuals desiring access to information about themselves in this system should write to the System Manager, providing information required in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; official personnel actions.

Exemptions claimed for the system:

None

AAFES0404.01

System name:

Incentive Awards Case Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe.

Categories of individuals covered by the system:

All employees of the Army and Air Force Exchange Service nominated for or recipients of awards.

Categories of records in the system:

Name, SSN, grade/step, position title, award for which nominated and justification therefor, accomplishments, requirements of position held, organization in which employed, and similar relevant data.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To consider and select employees for incentive awards and other honors and to publicize those granted.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices. Information may also be disclosed to public and private organizations, including news media, which grant or publicize employee awards or honors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in filing cabinets.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only to designated individuals having official need therefor.

Retention and disposal:

Records are retained for 2 years, following which they are destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: PE, Dallas, TX 75222, providing full name, SSN, current address and telephone number, and sufficient details to permit locating the record.

Record access procedures:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the nominating official; approving authority; individual's official personnel file.

Exemptions claimed for the system:

None.

AAFES0405.03

System name:

Personnel Appeals and Grievances.

System location:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; or HQ AAFES-Pacific.

Categories of individuals covered by the system:

Any employee of the Army and Air Force Exchange Service who has filed an appeal of an adverse action and/or is contesting a personnel action when the appeal/grievance has been referred to the appropriate General Counsel's office.

Categories of records in the system:

Correspondence, documentation, and memoranda concerning the appeal/grievance.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To determine propriety and legal sufficiency or the agency's action in the appeal or grievance matter.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked file cabinets.

Retrievability:

By employee's surname.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Retained in the servicing General Counsel's office for 1 year after final decision is made; subsequently retired to the AAFES warehouse or servicing General Services Administration records holding center where it is held 6 years before being destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Information may be obtained from the servicing General Counsel at the AAFES location where appeal/grievance was filed.

Record access procedures:

Individuals desiring to access records in this system of records pertaining to themselves should write to the appropriate General Counsel, furnishing full name, current address and telephone number, the latest correspondence received by them from the General Counsel's office, if available, and signature.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From AAFES personnel office responsible for records on the employee; from the AAFES Grievance Examiner; and from the AAFES employee and/or his/her representative.

Exemptions claimed for the system:

None.

AAFES0405.05

System name:

Confidential Statement of Employment and Financial Interests.

System location:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific.

Categories of individuals covered by the system:

All general officers, commissioned officers in the rank of lieutenant colonel or above, and all employees of the Army and Air Force Exchange Service at grade 13 and above whose basic duties and responsibilities require the exercise of judgment in making decisions or taking action in regard to contracting or procurement, auditing, and other matters having a significant economic impact on the interests of any non-Federal enterprise.

Categories of records in the system:

DD Form 1555, 'Confidential Statement of Employment and Financial Interest', and endorsements or documents relevant to information on this form.

Authority for maintenance of the system:

Executive Order 11222.

Purpose(s):

These records are maintained to meet requirements of Executive Order 11222 on the filing of employment and financial interest statements. Such statements are required to assure compliance with the standards of conduct for Government employees contained in the Executive Order and title 18 of the U.S.C., and to determine if a conflict of interest exists between the employment of individuals by the Federal Government and their personal employment and financial interests.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These statements and amended statements required by or pursuant to Executive Order 11222, Part IV, are to be held in confidence and no information shall be disclosed except:

a. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, either when the Government is party to a judicial proceeding or in order to comply with the issuance of a subpoena.

c. To disclose information to any source when necessary to obtain information relevant to a conflict-of-interest investigation or determination.

d. By the National Archives and Records Administration, General Services Administration, in record management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

e. To disclose information to the Office of Management and Budget at any stage in the legislative coordination and clearance process in connection with private relief legislation as set forth in OMB Circular No. A-19.

f. To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked file cabinets.

Retrievability:

By individual's surname.

Safeguards:

Information is accessible only to designated authorized persons who are properly screened, cleared and trained, having official need therefor in the performance of official duties.

Retention and disposal:

Retained until individual no longer occupies a position for which DD Form 1555 is required; records are then maintained 2 years and destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the General Counsel at the AAFES location where the reports were filed.

Record access procedures:

Individuals wishing to request access to their records should contact the General Counsel at the AAFES location where the reports were filed. Individuals must furnish their full name, SSN, period covered by the report filed, and signature.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

AAFES0405.11

System name:

Individual Health Records.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service.

Categories of records in the system:

Name, SSN, organizational location, date of birth, medical data recorded by treating nurse/physician, information provided by individual's personal physician regarding diagnosis, prognosis, and return to duty status, and similar relevant data.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To provide health care and medical treatment to employees who become ill or are injured during working hours.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked file cabinets.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in the dispensary, available only to assigned medical personnel.

Retention and disposal:

Records are maintained for 6 years following termination of individual's employment; then destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Administrative Services; individuals must furnish full name, details concerning injury or illness and date and location of such, and signature.

Record access procedures:

Individuals desiring access to records about themselves should submit written request as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the employee; his/her physician; witnesses to an injury/accident.

Exemptions claimed for the system:

None.

AAFES0406.12

System name:

Employee Career Development Plan File.

System location:

Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; regional offices; area; base and post exchanges world-wide.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service.

Categories of records in the system:

Name, Social Security Number (SSN), current job title, grade, duty phone, job location, results of Skills Survey (AAFES Form 1200-61) specifically covering education/training courses completed skills/experience acquired, skills used in daily work, and skills needed; career goals as identified on AAFES Form 1200-62 and progress in achieving goals, career appraisals, and employee/supervisor comments.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To assist the servicing personnel office in identifying and referring qualified employees for vacant positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked file cabinets.

Retrievability:

By employee's surname.

Safeguards:

Information is accessible only to designated individuals having an official need therefor in the performance of assigned duties.

Retention and disposal:

Records are retained until employee severs his/her employment with the Army and Air Force Exchange Service, at which time they are destroyed. Upon employee's transfer to another AAFES location, record is forwarded to the gaining personnel office.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Director, Personnel Division, providing full name, SSN, job location, and duty phone.

Record access procedures:

Individuals desiring access to records about them in this system should inquire of the System Manager, providing information required in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

AAFES0408.05

System name:

Individual Trainee Files.

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service who have been selected for a college trainee or management development trainee position.

Categories of records in the system:

Individual's employment application, trainee appointment documents; copy of college transcript and degree awarded; copy of employee qualification record, performance, and career appraisal forms; statement of mobility; supervisor's recommendations; and similar relevant documents.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To determine employee potential for participation in management development trainee program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards.

Retrievability:

By employee's surname.

Safeguards:

Records are stored in locked containers. Information is accessed only by designated individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Records concerning employees selected for the program are incorporated into their Official Personnel Folder. Records on non-selected individuals are retained 5 years, then destroyed. Statistical and summary data are retained for managerial purposes indefinitely.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: Director, Personnel Division; individuals must furnish their full name, SSN, current address and telephone number; if separated, date of birth, date of separation, and last employing location must also be furnished.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, providing information specified in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the applicant; official records and reports.

Exemptions claimed for the system:

None.

AAFES0408.14

System name:

Tuition Assistance Case Files.

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service who apply for tuition assistance.

Categories of records in the system:

Individual's application, academic transcripts, curricula, grade reports, request for disbursement, agency approval/disapproval, similar relevant documents.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To maintain information on participants in the tuition assistance program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked cabinets.

Retrievability:

By employee's surname.

Safeguards:

Information is accessed only by designated individuals having need therefor in the performance of official duties.

Retention and disposal:

Records are destroyed 2 years following individual's completion of course for which tuition assistance was granted.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Information may be obtained from the System Manager, ATTN: Director, Personnel Division; individual must furnish written request containing his/her full name, details concerning application for tuition assistance, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write to the System Manager, providing information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

AAFES0409.01

System name:

AAFES Accident/Incident Reports.

System location:

Safety and Security Offices of Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

Individuals involved in accidents, incidents, or mishaps resulting in theft or reportable damage to AAFES property or facilities; individuals injured or become ill as a result of such accidents, incidents, or mishaps.

Categories of records in the system:

AAFES Accident Report, AAFES Incident Report, record of injuries and illnesses; physicians' reports; witness statements; investigatory reports; similar relevant documents.

Authority for maintenance of the system:

Executive Order 11807.

Purpose(s):

To record accidents, incidents, mishaps, fires, theft, etc., involving Government property; and personal injuries/illnesses in connection therewith, for the purposes of recouping damages, correcting deficiencies, initiating appropriate disciplinary action; filing of insurance and/or workmen's compensation claims therefor; and for managerial and statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Labor, to support workmen's compensation claims. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tapes and printouts; microfiche.

Retrievability:

By name of individual involved or injured; by SSN.

Safeguards:

Records are accessed only by designated individuals having official need therefor in the performance of their duties, within buildings protected by security guards.

Retention and disposal:

Paper records are retained for 2 years following which it is destroyed by shredding; information on microfiches is retained for 3 years; computer tapes reflecting historical data are permanent.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information exists on them in this system of records should write to the System manager, ATTN: Director, Safety and Security Division, providing their full name, present address and telephone number; sufficient details concerning the accident, mishap, or attendant injury to permit locating the record, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write to the System Manager, as indicated in 'Notification procedure', furnishing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; medical facilities; investigating official; State Bureau of Motor Vehicles, State and local law enforcement authorities; witnesses; victims; official Department of Defense records and reports.

Exemptions claimed for the system:

None.

AAFES0410.01

System name:

Employee Travel Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; regional offices; base, post exchanges and satellites of AAFES world-wide.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service authorized to perform official travel.

Categories of records in the system:

Documents pertaining to travel of persons on official Government business, and/or their dependents, including but not limited to travel assignment orders, authorized leave enroute, availability of quarters and/or shipment of household goods and personal effects, application for passport/visas; security clearance; travel expense vouchers; and similar related documents.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To process official travel requests for military and civilian employees of the Army and Air Force Exchange Service; to determine eligibility of individual's dependents to travel; to obtain necessary clearance where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to attache' or law enforcement authorities of foreign countries; to US Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked filing cabinets.

Retrievability:

By employee's surname.

Safeguards:

Information is accessed only by designated individuals having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed after 2 years by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: Director, Administrative Services Division. Individuals must provide full name, SSN, current address and telephone number, details of travel authorization/clearance documents sought, and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, providing information specified in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, official travel orders, travel expense vouchers, receipts and similar relevant documents.

Exemptions claimed for the system:

None.

AAFES0505.02

System name:

Biographical Files.

System location·

Headquarters, Army and Air Force Excha [illegible] ice at Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Euro

Categories of individuals covered by the system:

Military and civilian employees of the Army and Air Force Exchange Service world-wide.

Categories of records in the system:

Individual's name, position title and organizational location, home address, date and place of birth, marital status including names of spouse and children, educational background, military status, awards and decorations, community and civic interest data, photograph, and similar relevant information.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To prepare feature articles for hometown newspapers, trade media, community interests, and similar public service groups.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices. Information may also be disclosed to public and private organizations including news media.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessed only by designated individuals having official need therefor, in buildings protected by security guards or military police.

Retention and disposal:

Records are retained for 1 year following termination of individual's assignment or employment; then destroyed.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, providing their full name, current address and telephone number, details surrounding the event or incident, and signature.

Record access procedures:

Individuals desiring access to records on themselves in this system should submit their request as indicated in 'Notification procedure', furnishing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; official AAFES records and reports.

Exemptions claimed for the system:

None.

AAFES0602.04a

System name:

Litigation Initiated by AAFES.

System location:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific.

Categories of individuals covered by the system:

Individuals against whom AAFES has filed a complaint or similar pleading in a court or administrative body.

Categories of records in the system:

Pleadings and documents filed by parties to the action and documentation, correspondence, and memoranda pertaining thereto.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To process complaints against individuals; to initiate litigation as necessary.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To process complaints or pleadings on behalf of the Army and Air Force Exchange Service.

Disclosures to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By surname of defendant in the proceeding.

Safeguards:

Records are maintained in buildings having security guards and are restricted to authorized personnel who are properly screened, cleared, and trained in Privacy Act matters.

Retention and disposal:

Records are permanent. They are retained until judicial proceedings have been resolved, after which they are retired to the servicing AAFES warehouse or servicing General Services Administration records holding center.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: General Counsel, providing their full name, current address and telephone number, copy of latest correspondence from AAFES, if available, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write to the System Manager, providing information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From official records of the Army and Air Force Exchange Service; from any individual who can provide information concerning the complaint/proceeding; from similar relevant documentation.

Exemptions claimed for the system:

None.

AAFES0602.04b

System name:

Claims and/or Litigation Against AAFES.

System location:

Office of the General Counsel, Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-pacific.

Categories of individuals covered by the system:

Any individual who has filed a claim against AAFES, a complaint or similar pleading in a court or administrative body in which an AAFES employee or the Army and Air Force Exchange Service is named as a defendant.

Categories of records in the system:

Claims, pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documention, and allied materials involved in representing the Army and Air Force Exchange Service in the Federal Court System.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To investigate claims and prepare responses; to defend the Army and Air Force Exchange Service in civil suits filed against it in the Federal Court System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Justice and US Attorneys' offices handling a particular case. Most of the information is filed in some manner in the courts in which litigation is pending and therefore is a public record. In addition, some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in the Federal Reporter System under the name or style of the case and are available to individuals with access to a law library.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By last name of claimant/plaintiff.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who have need therefor in the performance of official duties.

Retention and disposal:

Claim records are destroyed after 6 years. Litigation records are permanent; they are retained in the servicing General Counsel's Office until judicial proceedings have been resolved, following which they are retired to the servicing General Services Administration records holding center.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: General Counsel. Individual should provide his/her full name, current address and telephone number, latest correspondence received from the servicing General Counsel's office if available, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write to the System Manager and provide information specified in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From official records of the Army and Air Force Exchange Service; claimants; litigants.

Exemptions claimed for the system:

None.

AAFES0604.02

System name:

Unfair Labor Practice Claim/Charges Files.

System location:

Office of the General Counsel at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe, HQ AAFES-Pacific; personnel offices at Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service who are permitted to file charges/claims pursuant to Executive Order 11491, as amended.

Categories of records in the system:

Written allegations of unfair labor practice; supporting correspondence/documentation/memoranda.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012; Executive Order 11491, October 31, 1969, as amended.

Purpose(s):

To review and process charges/claims of unfair labor practices through formal/informal negotiations; for managerial and statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties. Buildings housing records are protected by security guards.

Retention and disposal:

Records are retained 5 years in an active file; then transferred to the servicing AAFES warehouse or General Services Administration records holding center for an additional 5 years, following which they are destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records may write to the System Manager, ATTN: General Counsel, furnishing their full name, SSN, last employing station, details sufficient to locate the record, and signature.

Record access procedures:

Individuals desiring to access records about themselves should write to the System Manager, providing information specified in 'Notification procedure'.

Contesting record procedures: ess to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, the union representative, witnesses, official records of the Army and Air Force Exchange Service.

Exemptions claimed for the system:

None.

AAFES0702.22

System name:

Check-Cashing Privilege Files.

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

Customers of the Army and Air Force Exchange Service: military, dependents, retirees, and Exchange employees.

Categories of records in the system:

Customer's name, SSN, category of customer (i.e., dependent, retiree, active duty member), amounts of checks not paid by bank, collection efforts, and relevant documentation.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To determine customer's eligibility to cash checks.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In overseas areas, information is disclosed to military banking facilities. These facilities are branches of US based financial institutions which are under contract to the Department of Defense to provide banking services to US military and affiliated civilian personnel overseas. Any financial losses sustained by these activities in support of the Department of Defense program are underwritten by the Department of Defense using appropriated funds. The financial institutions use the check-cashing information only to determine whether to cash checks or similar negotiable instruments for individuals - not to award or deny other banking privileges.

Disclosures to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records; computer tapes, discs, and printouts.

Retrievability:

By customer name and SSN.

Safeguards:

All information is stored in locked rooms within secured buildings and is accessed only by designated personnel having official need therefor, primarily by individuals authorized to cash checks.

Retention and disposal:

Information is retained until no longer needed, at which time it is destroyed by shredding or erasure.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not this system contains information concerning them should contact either the local Exchange where check was cashed (or refused) or HQ Army and Air Force Exchange Service, Dallas, TX 75222, furnishing full name, SSN or other acceptable identifying information that will facilitate locating the records.

Record access procedures:

Individuals seeking access to records concerning themselves should write to the System Manager, furnishing information specified in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; his/her checks; financial institutions.

Exemptions claimed for the system:

None.

AAFES0702.23

System name:

Dishonored Check Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific.

Categories of individuals covered by the system:

Individuals who have negotiated dishonored checks at AAFES facilities and whose check cashing privilege is under review by the General Counsel.

Categories of records in the system:

Individual's name, SSN, indebtedness, collection efforts, and relevant documentation.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To collect dishonored check indebtedness.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to civil or criminal law enforcement agencies for law enforcement purposes. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosures to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By surname of individual responsible for dishonored check.

Safeguards:

Records are maintained in buildings having security guard and are accessed only by personnel having official need therefor who are properly screened, cleared and trained.

Retention and disposal:

Records are General Counsel until indebtedness has been satisfied, determined to be uncollectible, or additional administrative action is required. Upon completion, records are transferred to the Comptroller Division and maintained with appropriate check cashing privilege records.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them may write to the System Manager, ATTN: General Counsel, providing their full name, SSN, current address and telephone number, latest correspondence from AAFES if available, and signature.

Record access procedures:

Individuals desiring to access information in this system concerning themselves should write as indicated in 'Notification procedure', providing the information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her employer, law enforcement investigative agencies, banking facilities, consumer reporting agencies, and sources that furnish information regarding individual's credit.

Exemptions claimed for the system:

None.

AAFES0702.34

System name:

Individual Accounts Receivable Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; Headquarters, AAFES Europe; and Headquarters, AAFES, Pacific. Official mailing addresses are published as an appendix to the Army's compilation of systems notices.

Categories of individuals covered by the system:

AAFES customers (military, retirees, civilian, and civilian dependents).

Categories of records in the system:

Case files relating to debts owed by individuals, including dishonored checks, deferred payment plans, home layaways, salary/travel advances, pecuniary liability claims and credit cards. These files include all correspondence to the debtor/his or her commander, notices from banks concerning indebtedness, originals or copies of returned checks, envelopes showing attempts to contact the debtor, payment documentation, pay adjustment authorizations, deferred payment plan applications, charges and statements or accounts, and home layaway cards.

Authority for maintenance of the system:

10 U.S.C. 3012 and 8012; Federal Claims Collection Act of 1966, 31 U.S.C. 3711; Debt Collection Act of 1982 (Pub. L. 97-365); 31 U.S.C. 5512 through 5514; and E.O. 9397.

Purpose(s):

To process, monitor, and post audit accounts receivable, to administer the Federal Claims Collection Act, and to answer inquiries pertaining thereto. To collect dishonored check indebtedness.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the U.S. Department of Justice/U.S. Attorneys for legal action and/or final disposition of the debt claim.

To the Internal Revenue Service to obtain locator status for delinquent accounts receivables (controls exist to preclude redisclosure of solicited IRS address data; and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age.

To private collection agencies for collection action when the Army has exhausted its internal collection efforts.

To civil or criminal law enforcement agencies for law enforcement purposes.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Army's compilation of systems of records also apply to this system.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)) to collect dishonored check indebtedness.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in individual file folders.

Retrievability:

Retrieved by customer's surname or Social Security Number.

Safeguards:

Records are maintained in areas accessible only by authorized personnel within AAFES/CM-G.

Retention and disposal:

Records are retained in current files until close of fiscal year in which the receivable is cleared, or if office space doesn't permit, at the end of the fiscal quarter in which receivable is cleared. At year end, files are stored for 10 years and subsequently forwarded to the Federal Records Center, Fort Worth, Texas for destruction.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Chief, General Accounting Branch, Comptroller Division, Dallas, TX 75222 or telephone (214) 330-2631.

Individuals should provide full name, Social Security Number, or other acceptable identifying information that will facilitate locating the records.

Record access procedures:

Individuals seeking access to information about themselves contained in this system of records should address written inquiries to the Commander, Army and Air Force Exchange Service, ATTN: Chief, General Accounting Branch, Comptroller Division, Dallas, TX 75222 or telephone (214) 330-2631.

Individuals should provide full name, Social Security Number, or other acceptable identifying information that will facilitate locating the records.

Contesting record procedures:

The Department of the Army rules for accessing records and for contesting contents and appealing initial agency determinations are published in Department of the Army Regulation 430-21-8; 32 CFR Part 505; or may be obtained from the system manager.

Record source categories:

From the customer and from correspondence between AAFES and Vendors.

Exemptions claimed for the system:

None.

AAFES0702.43

System name:

Travel Advance Files.

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, TX 75222.

Categories of individuals covered by the system:

Employees required to perform official travel.

Categories of records in the system:

Individual's name, organization to which assigned, details of official travel, amount advanced, and similar relevant data.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To monitor travel advances against individual's authorized official travel and to ensure settlement of indebtedness to the Government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in metal filing cabinets.

Retrievability:

By employee's surname.

Safeguards:

Records are accessed only by designated employees having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed 1 year following settlement of an individual's travel advance account.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Comptroller Division, CM-G, furnishing their full name, sufficient details concerning records sought, and signature.

Record access procedures:

Individuals desiring access to records on themselves in this system should submit their request as indicated in 'Notification procedure', furnishing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, records of the AAFES office issuing travel advance.

Exemptions claimed for the system:

None.

AAFES 0703.07

System name:

AAFES Employee Pay System Records

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; Exchange Regions, Area Exchanges; Post, Base, and Satellite Exchanges within the Continental United States and overseas.

Categories of individuals covered by the system:

Civilian employees of the Army and Air Force Exchange System.

Categories of records in the system:

Employee's name; Social Security Number; AAFES facility number; individual's pay, leave, and retirement records, withholding/deduction authorization for allotments, health benefits, life insurance, savings bonds, financial institutions, etc.; tax exemption certificates; personal exception and indebtedness papers; subsistence and quarters records; statements of charges, claims; roster and signature cards of designated timekeepers; payroll and retirement control and working paper files; unemployment compensation data requests and responses; reports of retirement fund deductions; management narrative and statistical reports relating to pay, leave, and retirement.

Authority for maintenance of the system:

Title 6, GAO policy and Procedures Manual for Guidance of Federal Agencies; 10 U.S.C. 3012 and 8012.

Purpose(s):

To provide basis for computing civilian pay entitlements; to record history of pay transactions, leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be disclosed to:

Treasury Department: To record checks and bonds issued.

Internal Revenue Service: To report taxable earnings and taxes withheld; to locate delinquent debtors.

States and Cities/Counties: To provide taxable earnings of civilian employees to those states and cities or counties which have entered into an agreement with the Department of Defense and the Department of the Treasury.

State Employment Offices: To provide information relevant to the State's determination of individual's entitlement to unemployment compensation.

US Department of Justice/US Attorneys: For legal action and/or final disposition of debt claims against the Army and Air Force Exchange Service.

Private Collection Agencies: For collection action when the Army and Air Force Exchange Service has exhausted its internal collection efforts.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage; card files; computer magnetic tapes, discs and printouts; microfiches, microfilm.

Retrievability:

Automated records are retrieved by employee's SSN within payroll block; manual records are retrieved by individual's surname or SSN.

Safeguards:

Records are restricted to personnel who are properly cleared and trained and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports and controls to preclude unauthorized disclosure.

Retention and disposal:

The majority of documents are retained 4 years after which they are destroyed by shredding. Exceptions are Time and Attendance sheets: retained 2 years; W-2 data and employer quarterly Federal tax returns are retained 5 years; Payroll Registers are permanent.

System manager(s) and address:

Commander, HQ Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them is maintained in this system should inquire of the System Manager, furnishing their full name, SSN, current address and telephone number; if terminated, include date and place of separation.

Record access procedures:

Individuals who desire to access records pertaining to them in this system should follow information in 'Notification procedure'.

Contesting record procedures:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; personnel actions; other agency records and reports.

Exemptions claimed for the system:

None.

AAFES0704.07

System name:

Fidelity Bond Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ, AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

All employees of the Army and Air Force Exchange Service.

Categories of records in the system:

Fidelity bond application, transmittal letter to insurance company, and related correspondence.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To assure that all employees applied for and were accepted by the bonding company for fidelity bond coverage.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By employee's surname.

Safeguards:

Records are maintained in areas accessible only to designated individuals having official need therefor in the performance of official duties.

Retention and disposal:

Destroyed 3 years after bond becomes inactive.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information exists on them in this system of records may write to the System Manager, ATTN: Director, Personnel Division, providing their full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write to the System Manager, providing information required in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Fidelity bond applications completed by the employee; action by the bonding company; similar relevant correspondence and documents.

Exemptions claimed for the system:

None.

AAFES0903.06f

System name:

Personnel Management Information System.

System location:

Centralized at Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222. Segments of the system exist at servicing civilian personnel offices at AAFES-Pacific, AAFES-Europe, Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

All employees of the Army and Air Force Exchange Service.

Categories of records in the system:

Individual's name, SSN, Exchange location, home address; date of birth; date hired, leave accrual data, retirement participation data, service award data, citizenship, marital status, sex, security clearance, military status, sponsor affiliation where employee is a dependent of a US Government/military member, job code and title, employment category, pay plan, wage schedule, base hourly rate, scheduled work week, Federal and State tax exemptions, type of insurance coverage, authorized deductions, life insurance coverage, physical examination documents, education and experience, licenses, career plans, Personnel Evaluation Reports, training course data, and similar relevant information.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To produce reports and statistical analyses of the civilian workforce strength trends and composition in support of established manpower and budgetary programs and procedures; verify employment; provide data in support of Equal Employment Opportunity Program requirements; provide locator and emergency notification data; respond to union requests; identify training requirements; provide salary data for current and projected fiscal guidance, personnel data for current and projected staffing requirements; provide suspense system for within grade increases, length of service awards, performance ratings, pay adjustments and tenure groups; provide data for retirement processing, individual personnel actions; analyze leave usage; investigate complaints, grievances and appeals; respond to requests from courts and regulatory bodies; provide incentive awards information; provide qualified candidates to fill position vacancies; counsel employees on career development; plan dependent services in overseas areas; determine validity of individual claims related to pay adjustments; and for other managerial and statistical studies, records, and reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tapes/discs; printouts.

Retrievability:

By name or SSN.

Safeguards:

Disc and tape files reside in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records and computer printouts containing personal identifiers are maintained in locked file cabinets and are available only to individuals having official need therefor.

Retention and disposal:

Disc files are retained for 18 months after employee separates and are destroyed with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all employees under the Universal Annual Salary Plan whose file remains a permanent record. Back-up tapes are retained for 90 days. Computer printouts are maintained as follows: system edit reports are destroyed upon verification that errors have been corrected; printouts produced for managerial reports are maintained for periods varying from 2 to 10 years; source documents and computer printouts which are included as part of the employee's Official Personnel Folder are permanent.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Director, Personnel Division, Dallas, TX 75222. Writer must furnish full name, SSN, current address and telephone number and, if terminated, include date of birth, date of separation, and last employing location.

Record access procedures:

Individuals desiring access to information about themselves in this system should write to the System Manager, furnishing information required by 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the employee, his/her supervisor, AAFES records and reports, Official Personnel Folder.

Exemptions claimed for the system:

None.

AAFES1203.03

System name:

Appointment of Contracting Officers.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; all regional offices within the Continental United States.

Categories of individuals covered by the system:

Military or civilian personnel assigned to the Army and Air Force Exchange Service are appointed as contracting officers.

Categories of records in the system:

Name, SSN, job title and grade, qualifications, training and experience, request for appointment as contracting officer, copy of Certificate of Appointment, and other correspondence and documents relating to individual's qualifications therefor.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To ascertain an individual's qualifications to be appointed as contracting officer; to determine if limitations on procurement authority are appropriate; to complete Certificate of Appointment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Information is accessible only to designated persons having official need therefor in the performance of their duties. Records are maintained in building entrance which is limited to persons assigned to AAFES.

Retention and disposal:

Records are retained only so long as individual's appointment as contracting officer is valid; upon termination, records are destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: Director, Procurement Management Office, and provide their full name, and sufficient details to permit locating the pertinent records.

Record access procedures:

Individuals desiring access to records on themselves should direct an inquiry as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, personnel records, former employers, educational institutions, AAFES records and reports.

Exemptions claimed for the system:

None.

AAFES1300.01

System name:

Resource Management and Cost Accounting Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Europe; HQ AAFES-Pacific; Exchange Regions and Area Exchanges at posts, bases, and satellites world-wide.

Categories of individuals covered by the system:

Military and civilian personnel assigned/attached to an organizational entity of AAFES.

Categories of records in the system:

Records by individual of manhours applied to the accomplishment of assigned tasks or projects. Specific data elements include name, SSN/employee identification number, organizational element, military rank/civilian grade, job title, clearance status, rating data, regular/overtime wage rates, regular/overtime hours worked, hours of leave taken, record of official travel, project code, accounting code and cost data, workload units accomplished, file references and related information, and records control data.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To project manpower and monetary requirements; to allocate available resources to specific projects; to schedule workload and assess progress; to project future organizational milestones; to evaluate indivdual performance and equipment efficiency; to set standards and methods; to record and control personnel and equipment utilization; to document inventories; to interpolate training needed by unit or individual; to monitor use of overtime; to control and monitor obligations and expenditures of Government funds; to provide audit trail; to generate statistical reports of workload and production levels and other trends within the organization; and to provide other accounting and monitoring reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punch cards, magnetic tapes, cards, or discs; microform, microfiche, computer printouts, and paper records.

Retrievability:

By individual's name, SSN or employee identification number; information may also be accessed by a non-personal data element such as project code, cost accounting code, or organizational element.

Safeguards:

Automated systems employ computer hardware/software features. All records are maintained in controlled areas, within buildings/rooms which are secured during non-duty hours. Personal information is accessed only by individuals who have need therefor in their official duties.

Retention and disposal:

Information in magnetic media is erased after 1 year; manual records are destroyed after 1 year by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not this system contains information on them should contact the System Manager, appropriate Director or Division Chief in organization in which employed or assigned, and should furnish full name, SSN, office believed to have the record, and time frame, any other information which will assist in locating the information, and signature.

Record access procedures:

Individuals seeking access to information from this system of records should address an inquiry as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From employee time cards; organization manpower rosters; individual personnel and training records; production records; and similar relevant AAFES documents and reports.

Exemptions claimed for the system:

None.

AAFES1504.03

System name:

Personal Property Movement and Storage Files.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific.

Categories of individuals covered by the system:

Employees of the Army and Air Force Exchange Service whose permanent change of station is authorized by AAFES.

Categories of records in the system:

Orders authorizing shipment/storage of personal property to include privately owned vehicles and house trailers/mobile homes; Cash Collection Vouchers; Application for Shipment and/or Storage of Personal Property; Transportation Control and Movement Document; Personal Property Counseling Checklist; Government Bill of Lading; storage contracts, loss and damage claims, and similar related documents.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

Used by the Army and Air Force Exchange Service to arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is disclosed to commercial carriers for the purposes of identifying ownership, verifying delivery of shipment, supporting billing for services rendered, and justifying claims for loss, damage, or theft. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfilm; magnetic tapes, and computer printouts.

Retrievability:

By individual's surname.

Safeguards:

Information is maintained in secured areas, accessible only to authorized personnel having an official need-to-know. Automated segments are further protected by code numbers and passwords.

Retention and disposal:

Documents relating to packing, shipping, and/or storing of household goods within the Continental United States are destroyed after 3 years; those relating to overseas areas are destroyed after 6 years. Documents regarding shipment of privately owned vehicles/mobile homes are destroyed after 2 years. Shipment discrepancy reports are destroyed after 2 years or when claim/investigation is settled, whichever is later. Administrative files reflecting queries and responses are retained for 2 years; then destroyed.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Director, Administrative Services Division, and should provide their full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to information about themselves in this system should address their inquiry to the System Manager, providing information required in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Provided by the individual whose personal property is shipped/stored; by the carrier/storage facility.

Exemptions claimed for the system:

None.

AAFES1609.02

System name:

AAFES Customer Service.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; regional, area, post and base Exchanges in the United States.

Categories of individuals covered by the system:

AAFES customers who purchase merchandise on a time payment, layaway, or special order basis, or who need purchase adjustments or refunds.

Categories of records in the system:

Copies of layaway tickets, requests for refunds, special order forms/procurement request/logs, cash receipt/charge or credit vouchers, repair vouchers, warranty documents, correspondence between AAFES and the customer and/or vendor.

Authority for maintenance of the system:

10 U.S.C., sections 3012 and 8012.

Purpose(s):

To record customer transactions/payment for layaways and special orders; to determine payment status before finalizing transactions; to identify account delinquencies and prepare customer reminder notices; to mail refunds on cancelled layaways or special orders; to process purchase refunds; to document receipt from customer of merchandise subsequently returned to vendors for repair or replacement and initiate follow-up actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file boxes and cabinets.

Retrievability:

By customer's surname, document control number, and/or due date.

Safeguards:

Records are maintained in secured areas, accessible only to authorized personnel having need for the information in the performance of their duties.

Retention and disposal:

Cancelled or completed layaway tickets are held for 6 months after cancellation or delivery of merchandise; purchase orders are retained for 2 years; refund vouchers are retained for 6 years; returned merchandise slips are retained for 6 years; cash receipt vouchers are retained for 3 years; repair/replacement order slips are held 2 years. All records are destroyed by shredding.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, providing name and sufficient details of purchase to enable locating pertinent records, current address and telephone number.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; vendor.

Exemptions claimed for the system:

None.

AAFES1609.03

System name:

AAFES Catalog System.

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Europe; HQ, AAFES-Pacific.

Categories of individuals covered by the system:

Exchange customers who place a catalog sales order.

Categories of records in the system:

Customer name, SSN, mailing address; name and address of recipient of order, description and price of item ordered, method of shipment, amount of order/refund, returned check identifier, claim data for returns/damages to shipments, and similar relevant data.

Authority for maintenance of the system:

10 USC 3018 and 8012.

Purpose(s):

To locate order information to reply to customer inquiries, complaints; to create labels for shipment to proper location; to refund customer remittances or to collect monies due; to provide claim and postal authorities with confirmation/ certification of shipment for customer claims for damage or lost shipments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices forstoring, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records; magnetic tapes and printouts; microfiche, microfilm.

Retrievability:

By customer order information, SSN, or insurance number assigned to shipment.

Safeguards:

Access to information is restricted to persons having official need therefor; computer operations rooms are locked and visitors screened for entry.

Retention and disposal:

Information is maintained in computer files for 180 days following completion of shipment. Microfilm and microfiche are retained for 2 years for postal claim purposes; destroyed after 6 years.

System manager(s) and address:

Commander, Army and Air Force Exchange Service, Dallas, TX 75222.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them should write to the System Manager, ATTN: Chief, Catalog Sales Center, providing name, current address and telephone number, and sufficient details to permit locating pertinent records.

Record access procedures:

Individuals desiring access to records about themselves should write to the System Manager, providing information required in 'Notification procedure'.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0101.02DAAG

System name:

Carpool Information/Registration System.

System location:

Decentralized to Army installation/activity level; official mailing addresses are in the organizational directory in the Appendix to Army System Notices (48 FR 25773, June 6, 1983).

Categories of individuals covered by the system:

All personnel participating in carpool programs who voluntarily provide information for release.

Categories of records in the system:

Name of individual, SSN, home phone and address, office address and phone, map coordinate of home or nearby reference points, working hours, and similar information.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To assign and administer allocated carpool parking assignments; establish priority of assignments, assist members and applicants in contacting one another and provide printout of individuals in system to other participants who desire to arrange a carpool.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine-Uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Reference cards, computer cards, disk or tape, file folders.

Retrievability:

By name, SSN, grid coordinate reference, and working hours.

Safeguards:

Accessible only to authorized personnel and those providing identification and purpose for which information is requested; may be accessed by persons seeking members who have provided consent for release of information.

Retention and disposal:

Retained only on active participants; destroyed upon request/reassignment.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Information may be obtained from command/installation/activity level.

Record access procedures:

Requests should be addressed to the command/installation/activity and include individual's name, current address, and sufficient information to permit locating the record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0101.20DAMI

System name:

Controlled Accountable Document Inventory System.

System location:

Document Control Center/Security Office of Army installations or major commands to the extent that classified inventories are directed by the Commander. Official mailing addresses are in the Appendix to Army system notices (48 FR 25573, June 6, 1983).

Categories of individuals covered by the system:

Custodians of classified Defense information.

Categories of records in the system:

Custodian's name, SSN, and a listing of controlled classified documents for which custodian is responsible. Records may include document title, originator, type, and date.

Authority for maintenance of the system:

10 U.S.C., section 3012; 5 U.S.C., section 301.

Purpose(s):

To conduct periodic inventory of classified documents and to determine or validate custodial accountability of those documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/discs, computer printouts; paper records.

Retrievability:

By custodian's surname or SSN.

Safeguards:

Access is restricted to security officers for verifying inventory of classified documents and to others having similar official need. Information is housed in buildings controlled by security guards during non-duty hours.

Retention and disposal:

Retained until the next inventory has been completed satisfactorily following which it is destroyed.

System manager(s) and address:

Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals who desire to know whether or not this system of records contains information on them should write to the commander of the installation where information was collected or maintained.

Record access procedures:

An individual should write to the commander as indicated under 'Notification procedure', and provide his/her name, SSN, date and place of employment, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual who receipts for classified documents.

Exemptions claimed for the system:

None.

A0102.02DAAG

System name:

Office Visitor/Commercial Solicitor Files.

System location:

Segments may be maintained at Headquarters, Department of the Army, staff, field operating agencies, commands, installations, and activities.

Categories of individuals covered by the system:

Visitors to Army installations/activities and/or commercial solicitors who represent an individual, firm, corporation, academic institution, or other enterprise involved in official or business transactions with the Department of the Army and/or its elements.

Categories of records in the system:

Individual's name, name and address of firm represented, person/office visited, purpose of visit, and status of individual as regards past or present affiliation with the Department of Defense.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To provide information to officials of the Army responsible for monitoring/controlling visitor's/solicitor's status and determining purpose of visit so as to preclude conflict of interest

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name of visitor/solicitor.

Safeguards:

Records are maintained in file cabinets with access limited to officials having need therefor.

Retention and disposal:

Retained for 1 year after which records are destroyed.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the commander/supervisor maintaining the information.

Record access procedures:

Individuals desiring access to records in this system of records should inquire of the appropriate commander.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0102.03DAIM

System name:

Personnel Locator/Organizational Roster/Telephone Directory.

System location:

Segments are maintained by offices and/or Army telephone switchboards at Headquarters, Department of the Army, Staff and field operating agencies, commands, installations and activities. Official mailing addresses are contained in the compilation of the Army's system notices.

Categories of individuals covered by the system:

Military personnel, civilian employees, and in some instances their dependents.

Categories of records in the system:

Records include cards or listings/compilations of individual's name, Social Security Number, unit of assignment and/or home address, unit and/or home telephone number, and related information. Military alert rosters, organizational telephone directories, and listings of office personnel are included in this system.

Authority for maintenance of the system:

10 U.S.C., section 3012; E.O. 9397.

Purpose(s):

To provide commanders and supervisors with emergency notification data, and operators and other users with locator data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files, loose-leaf and bound notebooks; magnetic tape/discs or other computer media.

Retrievability:

By individual's surname and SSN.

Safeguards:

Records are maintained in file cabinets, locked desks, or rooms accessible only to authorized personnel having official need therefor.

Retention and disposal:

Individual records are destroyed upon transfer or separation of individual; rosters are destroyed upon update.

System manager(s) and address:

Commander or supervisor of organization maintaining locator or directory.

Notification procedure:

Information may be obtained from commander or supervisor of organization to which individual is/was assigned or employed.

Record access procedures.

Requests should be made as indicated under 'Notification procedure'. Individual should provide full name, and some detail such as organization of assignment, that can be verified, except that, in cases where individual has provided written consent to release of home address/telephone number to the general public, no identification is required.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From official Army records.

Exemptions claimed for the system:

None.

A0102.03DAPE

System name:

Professional Staff Information File.

System location:

Headquarters, U.S. Army Institute for the Behavioral and Social Sciences, 5001 Eisenhower Avenue, Alexandria, VA 22333-5600.

Categories of individuals covered by the system:

Department of the Army civilian psychologists, engineers, economists, sociologists, and other professional staff members employed by the Army Research Institute who voluntarily supply information for release and military officers assigned to the Army Research Institute who voluntarily provide information for release.

Categories of records in the system:

Files contain names of individuals and their curricula vitae, including data and information on the qualifications, expertise, experience and interests of the professional staff of the Army Research Institute. Data include name, grade or rank, Institute assignment, education, prior professional experience, professional activities and development, lists of awards and recognitions, extra-government professional activities and significant professional publications.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To establish and maintain a professional staff directory which is used to consider staff members with special expertise for special duty assignments and to produce evidence of professional staff qualifications during Institute peer reviews and similar independent evaluations. Records are also used as basis for summary statistical reports concerning professional qualifications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Department of the Army "Blanket Routine Uses" set forth at the beginning of the Army's compilation of record systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is stored on a personal computer.

Retrievability:

Information is retrieved by the surname of professional person. Categorical data is retrieved by keyword.

Safeguards:

Records are accessible only to designated individuals having official need-to-know in the performance of assigned duties.

Retention and disposal:

Information will be maintained during the tenture of the person and deleted upon permanent departure from the Institute.

System manager(s) and address:

Commander, U.S. Army Research Institute for the Behavioral and Social Sciences, ATTN: PERI-AS (Privacy Act Officer), 5001 Eisenhower Avenue, Alexandria, VA 22333-5600.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, U.S. Army Research Institute for the Behavioral and Social Sciences, ATTN: PERSI-AS (Privacy Act Officer), 5001 Eisenhower Avenue, Alexandria, VA 22333-5600.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander, U.S. Army Research Institute for the Behavioral and Social Sciences, ATTN: PERI-AS (Privacy Act Officer), 5001 Eisenhower Avenue, Alexandria, VA 22333-5600.

Contesting record procedures:

The Department of the Army's rules for accessing records and for contesting contents and appealing initial agency determinations are published in Army Regulation 430-21-8, "The Army Privacy Program"; 32 CFR Part 505; or may be obtained from the system manager.

Record source categories:

Individuals employed by or assigned to the Army Research Institute who voluntarily submit requested information.

Exemptions claimed for the system:

None.

A0102.13DAPC

System name:

Administrative Military Personnel Records.

System location:

Headquarters, Department of the Army Staff, major commands, field operating agencies, installations and activities performing unit level administration for military personnel, whether active, inactive (reservist, MOBDES), and including the National Guard.

Categories of individuals covered by the system:

Military personnel (and in some instances, their dependents) at the local supervisory level (i.e., company, platoon/squad, or comparable office size) when the individual's MPRJ is maintained elsewhere.

Categories of records in the system:

Records/documents of a temporary nature which are needed in the day-to-day administration/supervision of the individual.

Authority for maintenance of the system:

5 U.S.C., Section 301

Purpose(s):

To provide supervisors a ready source of information for day-to-day operations and administrative determinations pertaining to assigned/attached personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, index cards, microfiche, magnetic tape/disk.

Retrievability:

By individual's surname or SSN.

Safeguards:

Information is stored in locked rooms/buildings with access restricted to individuals whose duties require a need-to-know. Where information exists on word processing disk/diskettes/tapes or in automated media, the administrative, physical, and technical requirements of Army Regulation 380-380 are assured to preclude improper use or inadvertent disclosure.

Retention and disposal:

Records are destroyed not later than 30 days after individual transfers/separates.

System manager(s) and address:

Commander US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them should inquire of their immediate supervisor.

Record access procedures:

Requests should be made of the custodian of the record at the location assigned/attached; individual must provide full name, SSN, and particulars which facilitate locating the record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Copy of documents in individual's Official Military Personnel File, Military Personnel Records Jacket, Career Management Information File; his/her supervisor; other Army records and reports.

Exemptions claimed for the system:

None.

A0224.04DAIG

System name:

Inspector General Investigative Files.

System location:

Primary: The Inspector General's Office, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Secondary: Inspector General Offices at major Army commands, field operating agencies, installations and activities, Army-wide.

Categories of individuals covered by the system:

Any person who has been the subject of, witness for, or referenced in an Inspector General investigation.

Categories of records in the system:

Reports of investigation containing authority for the investigation, matters investigated, narrative, documentary evidence, and transcripts of verbatim testimony or summaries thereof.

Authority for maintenance of the system:

10 U.S.C., sections 3039 and 3040.

Purpose(s):

To determine the facts and circumstances surrounding allegations or problems concerning any Army activity, or function, including civil functions, the US Army Reserves, and Federal activities of the Army National Guard, and to present evidence to the Secretary of the Army, the Chief of Staff, Army, or the Commander who directed the investigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in binders/folders/file cabinets.

Retrievability:

By case name, derived from either nature of the allegation, geographic location of investigation, or name of subject or complainant.

Safeguards:

Buildings employ security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to persons with an official need to know.

Retention and disposal: Requests for assistance and/or complaints acted on by the Inspector General, HQDA are retained for 2 years following completion and closing of case, at other Inspector General Offices, records are destroyed 1 year after completion. Automated records are transferred to a history file and erased after 5 years.

System manager(s) and address:

The Inspector General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records may write to the System Manager, furnishing full name, present address, nature of complaint, proof of personal identification, and identification of the Inspector General Office to which Complaint was submitted.

Record access procedures:

Individuals desiring access to records about themselves in this system of records may inquire of the System Manager, providing information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340.21 (32 CFR Part 505).

Record source categories:

From the individual, witnesses; Army records and reports, public media material; other sources providing pertinent evidence.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552(k)(2) or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a:(c)(3), (d), (e)(4)(G), (e)(4)(H), and (f).

A0224.05DAIG

System name:

Inspector General Action Request/Complaint Files.

System location:

Primary: The Inspector General's Office, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Secondary: Inspector General Offices at major Army commands, field operating agencies, installations and activities, Army-wide.

Categories of individuals covered by the system:

Any individual (military, civilian retiree, Reservist, family member, private citizen) who submits a request for assistance or complaint to an inspector general.

Categories of records in the system:

Individual's request/complaint, all related reports of investigation inquiry, studies, memoranda, and reference material; name, component, and functional relationship or complainant to military; correspondence reflecting disposition of request/complaint.

Authority for maintenance of the system:

10 U.S.C., sections 3039, 3040 and 3065(a).

Purpose(s):

To record complaints, allegations of wrong-doing, and requests for assistance, to document inquiries, research facts and circumstances, sources of information, impressions and conclusions; to record action taken and notifications of interested parties and agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tapes.

Retrievability:

By requester's surname, cross-referenced to case number.

Safeguards:

Information is stored in locked containers accessible only to designated persons having official need therefor.

Retention and disposal:

Information pertaining to cases that attract public or Congressional attention; result from investigations or alleged violations of laws, executive orders, and directives that define the permissible scope of US intelligence activities; develop into investigations of espionage, sabotage, or subversion; involve systemic problems in Army administration, or result in significant change in Army organization or policies; or are deemed to be historically significant by the System Manager, are permanent. Other files accumulated in HQDA offices and in field commands authorized an Inspector General who also reports to HQDA, are destroyed after 5 years; all other Inspector General records are destroyed after 3 years.

System manager(s) and address:

The Inspector General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager and provide full name, present address, and specific details concerning the investigation to include subject, date, and location of the Inspector General Office which performed the investigation. Requester should also indicate his or her role in the investigation.

Record access procedures:

Individuals desiring access to records concerning themselves may write to the System Manager, providing the information in 'Notification procedure'; request must be signed by the individual.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; witnesses; records and reports maintained by organizations/individuals party to matters being investigated; Army personnel and pay records; security dossiers; public media documents; Federal, State, local, and foreign Government agency records.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(2) or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), and (f).

A0225.12DAIM

System name:

Access to Computer Areas, Systems Electronically and/or Data Control Records.

System location:

Information Processing and/or Communications Activities Army-wide.

Categories of individuals covered by the system:

Personnel assigned to the Army Information Processing and/or Communications installation; contractor personnel; authorized customers/users.

Categories of records in the system:

Operator's/user's name, SSN, organization, telephone number and office symbol; security clearance; level of access; subject interest code; user identification code; data files retained by users; assigned password; magnetic tape reel identification; abstracts of computer programs and names and phone numbers of contributors; similar relevant information.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To administer passwords and ID's for operators/users of data in automated media; to identify data processing and communications customers authorized access to or disclosure from data residing in Information Processing and/or Communications activities; to determine propriety of individual access into the physical data residing in automated media.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; punch cards; magnetic tapes/discs.

Retrievability:

Name, subject, user identification code, news item number, password, application program key word/author.

Safeguards:

All information is maintained in secured areas accessible only to designated individuals having official need therefor in the performance of official duties. Storage and processing areas meet the administrative, physical, and technical requirements Army Regulation 380-

380. Either Army Information Processing Installation security guards or remote location operators check access against system reports.

Retention and disposal:

Individual data remain on file while a user of computer facility; destroyed on person's reassignment or termination.

System manager(s) and address:

Assistant Chief of Staff for Information Management, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should inquire at the Army Information Processing Installation Operations Center where information is believed to reside, providing their full name, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals wishing to access information about themselves should address an inquiry as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

System Managers, computer facility managers, automated interfaces for user codes on file at Army sites.

Exemptions claimed for the system:

None.

A0228.01DAMH

System name:

Army History Files.

System location:

US Army Center of Military History, Headquarters, Department of the Army, Washington, DC 20314.

Decentralized segments exist at historical offices at Headquarters, Department of the Army and field operating agencies, major commands, and the U.S. Army Military Historical Research Collection, Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Military and civilian personnel associated with the Army; individuals who offer historically significant items or gifts of money to the Army Museum System.

Categories of records in the system:

Biographical resumes and personal working files of U.S. Army personnel; personal papers donated by individuals for historical research; photographs of Army personages; requests for historical documents regarding U.S. Army activities and responses thereto; copy of donor's proffer of gift agreement and correspondence with donor regarding status and/or location of donation(s).

Authority for maintenance of the system:

10 U.S.C., section 3012; 5 U.S.C., section 301.

Purpose(s):

To provide a record of donations and contributions of historical property to U.S. Army Museums and historical holdings; to enable Army museums and historical holdings to provide upon request by the donor or donor's heirs, information concerning the status/location of his/her donation; to enable the Army to establish title to the property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be disclosed to a municipal corporation, a soldier's monument association, a State museum, an incorporated museum or exhibition operated and maintained for educational purposes only, a post of the Veterans of Foreign Wars or the American Legion, or other Federal museums upon donation or transfer of the historical property to one of those organizations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, magnetic tapes/discs, and photographs.

Retrievability:

By individual's name.

Safeguards:

Records are maintained in secured areas accessible only to persons having need therefor in the performance of official duties.

Retention and disposal:

Permanent. Some historical material and photographs are retired to the Washington National Records Center when no longer needed; other such material is transferred to the Military History Research Collection at Carlisle Barracks, PA for preservation. Inquiries about historical events or persons, and responses thereto, are destroyed when no longer needed.

System manager(s) and address:

Chief of Military History, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the System Manager.

Record access procedures:

Individuals may request access to their records by writing to the System Manager, furnishing their full name, address and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her Army record, official Army documents, public records.

Exemptions claimed for the system:

None.

A0239.01DAAG

System name:

Request for Information Files.

System location:

These records exist at Headquarters, Department of the Army, staff and field operating agencies, major commands, installations and activities receiving requests to access records pursuant to the Freedom of Information Act or to declassify documents pursuant to Executive Order 12356. They also exist in offices of Initial Denial Authorities (see Army Regulation 340-17) when an individual's request is denied. Upon appeal of that denial, record is maintained in the Secretary of the Army's Office of General Counsel.

Categories of individuals covered by the system:

Any individual who requests an Army record under the Freedom of Information Act, or requests mandatory review of a classified document pursuant to Executive Order 12356.

Categories of records in the system:

Individual's request, related papers, correspondence between office of receipt and records custodians, Army staff offices and other government agencies; retained copies of classified or other exempt materials; and other selective documents.

Authority for maintenance of the system:

5 U.S.C. 552: Freedom of Information Act, as amended by Pub. L. 93-502; Executive Order 12356.

Purpose(s):

To control administrative processing of requests for information either pursuant to the Freedom of Information Act or to Executive Order 12356, including appeals from denials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfilm.

Retrievability:

By requestor's surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly trained and have official need therefor.

Retention and disposal:

Records reflecting granted requests are destroyed after 2 years. When requests have been denied, records are retained for 5 years, except that, if appeals result, records are retained 4 years after final denial by the Army or 3 years after final adjudication by the courts, whichever is later.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Requests should be addressed to the custodian of the record sought; if unknown, write to: HQDA (DAAG-AMR-S), 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Written requests should be addressed to the office that processed the initial inquiry or access request. Individual may obtain assistance from the System Manager. Personal visits may be made to the office maintaining the records upon presentation of acceptable identification such as valid driver's license, and furnishing verbal information that can be verified.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

Record source categories:

From the individual, Army organizations, Department of Defense components, and other Federal, state, and local government agencies.

Exemptions claimed for the system:

The majority of records in this system are not exempted. Copies of documents residing in the Office of an Initial Denial Authority having a law enforcement mission which fall within (j)(2) are exempt from the following provisions of Title 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g). Copies of documents maintained by other initial denial authorities not having a law enforcement mission which fall within 5 U.S.C., section 552a (k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0240.01DAAG

System name:

Privacy Case Files.

System location:

These records exist at Headquarters, Department of the Army, staff and field operating agencies, major commands, installations and activities receiving Privacy Act requests. They also exist in offices of Access and Amendment Refusal Authorities (see Army Regulation 340-21) when an individual's request to access and/or amend his/her record is denied. Upon appeal of that denial, record is maintained by the DA Privacy Review Board. Official mailing addresses are in the Appendix following the Army's inventory of system notices, at 48 FR 25773, June 6, 1983.

Categories of individuals covered by the system:

Individuals who request information concerning themselves which is in the custody of the Department of the Army, including requests to amend such records pursuant to Title 5, U.S.C. 552a(d) (Privacy Act of 1974), as amended.

Categories of records in the system:

Documents which notify requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access to or amend records, and providing or developing information for use in litigation. Included are requests, approval and refusal actions, appeals and actions on appeals, including DA Privacy Review Board minutes and actions, copies of the requested and amended/unamended records, statements of disagreement; and related documents.

Authority for maintenance of the system:

10 U.S.C., 3012; 5 U.S.C. 552a.

Purpose(s):

To process and coordinate individual requests for access, and amendment of personal records; to process appeals on denials of requests for access or amendment to personal records by the data subject against agency rulings; and to ensure timely response to requestors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfilm.

Retrievability:

By name of requestor on whom the records pertain.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Offices of Access and Amendment Refusal Authorities: Approved requests, unappealed refusals and refusals fully overruled by appellate authorities: Destroy after 4 years: refusals upheld in whole or in part by appellate authorities: Destroyed after 10 years, provided legal proceedings are completed.

Offices of appellate authorities: Appeals adjudicated fully in favor of requestor: Destroyed after 4 years. Appeals refused in full or in part: Destroyed after 10 years, provided legal proceedings are completed.

Other offices: Destroyed after 4 years.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, ATTN: DAAG-AMR-S, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Requests should be addressed to the custodian of the record sought; if unknown, write to: HQDA (DAAG-AMR-S) at the above address.

Record access procedures:

Written requests should be addressed to the office that processed the initial inquiry, access request, or amendment request. Individual may obtain assistance from the System Manager.

Personal visits may be made to the office maintaining the records upon presentation of acceptable identification such as valid driver's license, and furnishing verbal information that can be verified from individual's case file.

Contesting record procedures:

The Army's rules for access to records and for contesting and appealing initial determinations are contained in Army Regulation 340-21(32 CFR Part 505).

Record source categories:

From the individual, Army organizations, Department of Defense components, and other Federal, state, and local government agencies.

Exemptions claimed for the system:

The majority of records in this system are not exempted. Copies of documents residing in the office of an Access and Amendment Refusal Authority having a law enforcement mission which fall within (j)(2) are exempted from the following provisions of Title 5 U.S.C., 552a: (c)(3), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f) and (g). Copies of documents maintained by the DA Privacy Review Board and by those Access and Amendment Refusal Authorities not having a law enforcement mission which fall within 5 U.S.C., section 552a (k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0241.01HQDA

System name:

HQDA Correspondence and Control/Central Files System.

System location:

Office, Secretary of the Army; Office, Chief of Staff; Headquarters, Department of the Army Staff agencies.

Categories of individuals covered by the system:

Individuals who either initiated, or are the subject of, communications with the Headquarters, Department of the Army.

Inquiries, with referrals and responses, and other communications pertaining to any function or subject involving or of interest to Headquarters, Department of the Army level. Records may include, but are not restricted to, complaints, appeals, grievances, investigations, alleged improprieties, personnel actions, medical reports, intelligence, and similar matters. They may be either specific or general in nature and may include such personal information as an individual's name, SSAN, date and/or place of birth, description of events or incidents of a sensitive or privileged nature, commendatory or unfavorable data.

Authority for maintenance of the system:

10 U.S.C. 3012; 5 U.S.C. 301.

Purpose(s):

To control correspondence, document actions taken, and locate records for reference purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

NOTE.--Disclosure of information from documents or records which properly become part of another system of records will be as authorized in the 'routine uses' portion of that system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper and/or microfiche in Office, Secretary of the Army; Office, Chief of Staff Army, and those Army Staff (ARSTAF) agencies having primary functional responsibility for the subject matter being addressed. Selected identification data are stored in the automated index central computer facility.

Retrievability:

Paper records are retrieved by date; microfiche is retrieved by subject (based on Alpha Numeric Filing System) and within the subject, is individually identified by cartridge number, year and sequence number and personal names if appropriate. Primary access to the automated index is accomplished through a document control number.

Safeguards:

Records are controlled; access to information from specified documents is restricted to persons who have been designated by their agency to have official need for the information in the performance of their duties. ARSTAF agencies are linked to the automated index by on-line terminals, thereby sharing a common data base, but do not have access to the record itself.

File areas within the Secretariat and the Office, Chief of Staff and certain ARSTAF file areas are protected by electronic surveillance systems with combination lock doors; all other file areas (within ARSTAF) are protected consistent with the sensitivity of Privacy Act data included therein. Users of the system receive training designed to preclude misuse or unauthorized disclosure of information.

Retention and disposal:

Non-policy documents are kept 10 years. They are converted to microform and destroyed after verification that the microform is an acceptable substitute for the original document. The hard copy and microform remain in current files area for 2 years after completion of action, then are retired to the Washington National Records Center (WNRC).

Policy action files are permanent. Original documents are converted to microform. The hard copy and microform remain in current files area for 2 years, then are retired to WNRC. The hard copy is destroyed at a future date after the microform is properly certified to meet archival standards set by General Services Administration.

Information in the automated index is kept permanently. At the beginning of each calendar year the index of all permanent documents added to the central file that year is transferred to tape. The tape is kept in-house to support Army operations and is destroyed when no longer needed for current operations. A duplicate copy of that tape is transferred to the Machine Readable Archives, National Archives and Records Service, GSA.

System manager(s) and address:

The Administrative Assistant to the Secretary of the Army: For OSA records.

The Director of the Army Staff: For Communications directed to the Office of the Chief of Staff, Army.

Heads of Army Staff agencies: For records in their functional areas.

All of the above officials are located in The Pentagon, Washington, DC 20310. (except for the Chief of Engineers who is located at the Pulaski Building, Washington, DC 20314).

Notification procedure:

Individuals wishing to inquire whether this system contains information about them should contact the System Manager having functional responsibility or interest. Inquiries should include full name, SSAN, current address, details that will assist in identifying the records sought, and signature.

Record access procedures:

Individuals seeking access to records should address their inquiry as outlined in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; correspondence emanating within the Army Secretariat, the Office, Chief of Staff, and ARSTAF agencies; other Federal agencies.

Exemptions claimed for the system:

Portions of the records in this system may be exempted under 5 U.S.C. section 552a(k)(1) through (k)(7) from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f). Documents are generated by other elements of the Army or are received from other agencies and individuals. Because of the broad scope of the contents of this system and since the introduction of documents is largely unregulatable, specific portions or documents that may require an exemption cannot be predetermined. Therefore, and to the extent that such material is received and maintained, selected individual documents may be exempted from disclosure under any of the provisions of subsections (k)(1) through (k)(7), Title 5, U.S.C. 552a.

A0301.07DAAG

System name:

Army Club Membership Files.

System location:

Decentralized at Army installations; files are maintained by the Officers' or NCO club manager at Army installations having club activities.

Categories of individuals covered by the system:

Military (Active Reserve, Retired), personnel, their dependents, and/or civilian employees who apply for membership in any Army club.

Categories of records in the system:

Individual's name, SSN, address, phone number, name of spouse, credits, merchandise code, date of purchase, card number, club bill, and similar related information.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To administer club accounts, prepare billings, collect monies, and disseminate information concerning club activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards, magnetic tape/disc, computer printouts.

Retrievability:

By member's name, SSN, or club membership number.

Safeguards:

Information is maintained in secured areas accessible only to authorized personnel.

Retention and disposal:

Retained as long as member is active; destroyed 3 years after membership is discontinued.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from: The Adjutant General, ATTN: Director, MWR Business Operations, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Individuals may inquire of the club of which a member for information pertaining to him/her, furnishing full name, SSN, present address, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21, (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0301.08bDACA

System name:

Contractor Indebtedness Files.

System location:

Primary: US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

Secondary: All Army installation and commands, and Defense Contract Administration Services Regions that administer contracts for the Department of the Army.

Categories of individuals covered by the system:

Contractors, as individuals, determined indebted to the United States Government.

Categories of records in the system:

Correspondence between contracting officer, administrative contracting officer and/or the US Army Finance and Accounting Center and the contractor, that terminates contract, demands payment and establishes debt, and any other related papers.

Authority for maintenance of the system:

Federal Claim Collection Act of 1966, 80 Stat. 308, 31 U.S.C. 951-53.

Purpose(s):

To initiate collection action against a contractor who is determined to be indebted to the United States, to determine whether judicial proceedings should be initiated against the contractor and to maintain and distribute a list of contractors determined to be indebted to the United States.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

List of contractors determined to be indebted to the US Government is furnished to all government agencies for administrative offset prior to payment on contract.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Fair Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3) when an individual is responsible for a debt to the US Army, provided the debt has been validated, is overdue, and the debtor has been advised of the disclosure and his rights to dispute, appeal or review the claim; and/or whenever a financial status report is requested for use in the administration of the Federal Claims Collection Act. Claims of the United States may be compromised, terminated or suspended when warranted by information collected.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, stored in steel filing cabinets.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only by authorized personnel and are locked after duty hours. Building employs security guards.

Retention and disposal:

Files are permanent. They are retained in active file until end of calendar year in which final action is taken, held 2 years after file is closed then transferred to the Washington National Records Center. Copies of files that are sent to the General Accounting Office for determination of judicial proceedings or further collection action are retained in the US Army Finance and Accounting Center until notification is received that the file has been closed.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, ATTN: FINCP-F, furnishing full name and the contract number concerned.

Record access procedures:

Individuals seeking access to records in this system should submit a written request as indicated in 'Notification Procedure' and furnish information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, contracting offices.

Exemptions claimed for the system:

None.

A0302.03DACA

System name:

Subsidary Ledger Files (Accounts Receivable).

System location:

Finance and Accounting Offices, world-wide; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Military and civilian personnel with the Department of the Army, Department of Defense, and other Government agencies.

Categories of records in the system:

Individual control files for services rendered.

Authority for maintenance of the system:

Pub. L. 97-365, Debt Collection Act of 1982; E.O. 9397.

Purpose(s):

To maintain records of charges due the Army for services provided to effect collection action, i.e., telephone, quarters, food, clothing, etc.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; card files; magnetic tapes; computer printouts; and microfiche.

Retrievability:

By individual's surname or SSN.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are destroyed 3 years after closing ledger accounts.

System manager(s) and address:

Commander, U.S. Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may inquire of the System Manager or from the finance and accounting office where service was provided. Individual should provide full name, SSN, current address, and sufficient details to enable locating the record.

Record access procedures:

Individuals desiring access to records pertaining to them should follow the requirements in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, finance and accounting offices, member's commanding officer.

Exemptions claimed for the system:

None.

A0302.06DACA

System name:

Absentee Apprehension/Reward/Expenses Payment System.

System location:

Decentralized to Army Finance and Accounting Offices.

Categories of individuals covered by the system:

Individuals who may have apprehended service members who are absentees.

Categories of records in the system:

Individual payment vouchers and documents used for the payment of reward of rewards and expenses for apprehension of absentees.

Authority for maintenance of the system:

DOD Annual Appropriation Act.

Purpose(s):

To provide basis for making payments for rewards and expenses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper vouchers and documents in file folders.

Retrievability:

File numerically by voucher numbers by disbursing station symbol numbers and alphabetically by individual's surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Vouchers and documents used for payment are destroyed after 3 years except those to which exception was taken by the General Accounting Office which is retained until cleared; then destroyed.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Ft. Benjamin Harrison, IN 46249.

Notification procedure:

Information may be obtained from the Finance and Accounting Officer who made the payment.

Individual must provide full name, current address and pertinent information regarding items or payment to permit locating records.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should follow information in 'Notification Procedures'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; from Army records and reports; and similar relevant sources.

Exemptions claimed for the system:

None.

A0305.05aDACA

System name: Travel Payment System.

System location:

Decentralized to Finance and Accounting Offices world-wide; addresses may be obtained from the System Manager. All Army activities receiving an allotment of TDY funds to expend.

Categories of individuals covered by the system:

Military and civilian personnel of the Department of Defense, U.S. Army, U.S. Navy, and U.S. Air Force, and other individuals who perform invitational travel for the Army.

Categories of records in the system:

Individual travel vouchers and documents used to effect travel allowance payments.

Authority for maintenance of the system:

Department of Defense Annual Appropriations Act; 5 U.S.C., sections 5701-5742; 10 U.S.C., sections 828, 832, 946, 3012; 28 U.S.C., section 1821; 37 U.S.C., sections 404-427; E.O. 9397.

Purpose(s):

To provide basis for reimbursing military and civilian personnel for expenses incident to travel for official Government business purposes and to account for such payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, cards, magnetic tape/disks, cassettes, computer printouts.

Retrievability:

By individual's SSN.

Safeguards:

Records are accessible only to authorized persons who are properly screened, cleared and trained. Buildings employ security guards and/or military police patrols. Access to automated files is controlled by assigned passwords.

Retention and disposal:

Individual vouchers and documents used for payment are retained at the installation making payment until end of month, following which they are sent to U.S. Army Finance and Accounting Center.

Signature cards used for approval of certain vouchers are retained at installation where payments are made until 3 years after date of revocation of authority, following which they are destroyed.

Records of travel payments are retained for 3 years following settlement at installation making current payments. Military member's record of outstanding advance payments is transferred to new servicing finance office upon permanent change of station or to the U.S. Army Finance and Accounting Center upon death or separation from active duty. Civilian employee's record of outstanding advance payments is transferred to new servicing finance office upon reassignment. Military and civilian records of travel payments for settled travel claims are destroyed by the old duty station 3 years following separation or transfer. Records for individuals performing invitational travel are destroyed 1 year from date of final payment.

Copies of travel settlement vouchers are destroyed after 1 year.

System manager(s) and address:

Comptroller of the Army, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring information on them from this system should inquire of the Finance and Accounting Office who currently pays them. For periods of Army service prior to current assignment, request should be addressed to the Commander, U.S. Army Finance and Accounting Center, ATTN: DACA-FAZ-S, Indianapolis, IN 46249-0526. Individual must provide full name and Social Security Number as well as current address.

Record access procedures:

Individuals desiring access to records pertaining to them should write either to the appropriate Finance and Accounting Officer where record is believed to exist or to the Commander, U.S. Army Finance and Accounting Center providing information required by "Notification procedure".

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Department of Defense staff agencies and field commands/installations/activities.

Exemptions claimed for the system:

None.

A0305.08DACA

System name:

Military Pay System-Active Army (Manual).

System location:

Decentralized to Army Finance and Accounting Offices worldwide; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Reserve Enlisted Program 63 Reservist and National Guard, active duty military personnel.

Categories of records in the system:

Individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders, miscellaneous military pay files and personal financial records.

Authority for maintenance of the system:

37 U.S.C., Section 101 et seq.

Purpose(s):

To provide a basis for establishing computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to: Treasury Department: To record check and bond issue data and taxable earnings and taxes withheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act.

Veterans Administration: To record the collection of premiums for National Service Life Insurance.

Disclosed to those states and cities which have an agreement with the Department of the Army to verify tax liability against members' state and city income tax returns.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage, card files.

Retrievability:

By SSN, name, substantiating document number.

Safeguards:

Records are accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is as required by AR 37-104-3, AR 635-10 and AR 640-10.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: FINCP, and furnishing full name, SSN, Military Status, and home address.

Record access procedures:

Individuals desiring access to records in this system pertaining to them should write to either the appropriate Finance and Accounting Office or the System Manager and provide the information listed in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Department of Defense staff and field installations and the Treasury Department.

Exemptions claimed for the system:

None.

A0305.10aDACA

System name:

Joint Uniform Military Pay System-Active Army (JUMPS-AA).

System location:

Centralized at US Army Finance and Accounting Center, Indianapolis, IN 46249. Decentralized segments exist at Army Finance and Accounting Offices world-wide.

Categories of individuals covered by the system:

All active duty military personnel.

Categories of records in the system:

Individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders, miscellaneous pay files, and personal financial records.

Authority for maintenance of the system:

37 U.S.C., 101 et seq.

Purpose(s):

To provide basis for computing each active member's pay entitlements, to provide a history of pay transactions, and to answer inquiries and claims pertaining to such entitlements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be disclosed to:

Treasury Department: To record check and bond issue data and taxable earnings and taxes withheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act.

Veterans Administration: To record the collection of premiums for National Service Life Insurance and to traons to Post Vietnam Era Veterans Education Account.

States and Cities which have an agreement with the Department of the Army: To verify tax liability against members' state and city income tax returns.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

Department of Health, and Human Services: The name, rank and SSN of each member of the Armed Forces on active duty to the Inspector General for comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children.

City of New York: Department of Income Maintenance: Name and address of allottees whose ZIP Codes are in New York City and dollar amount of allotments for the purpose of detecting and curtailing fraud and abuse in Federal Assistance Programs, specifically Aid to Families with Dependent Children, and Food Stamps.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and bulk storage, card files, computer magnetic tapes and paper printouts, and microfilm.

Retrievability: By SSN, name, and substantiating document number.

Safeguards:

The US Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in use. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the member's servicing finance and accounting officer. Computer equipment and files are located in a separate secured area. Within finance and accounting offices Army-wide, access is limited to designated personnel having official need for the information in the performance of their duties.

Retention and disposal:

Individual military pay records are converted to microfiche which are retained for 56 years. Other records are retained for varying periods but total retention does not exceed 56 years; disposition is to Federal Records Centers; destruction thereafter is by burning or shredding.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from either the appropriate finance and accounting office or the Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249. Individual must furnish full name, SSN, military status, and home address.

Record access procedures:

Requests from individuals should be addressed to the Commander, US Army Finance and Accounting Center, ATTN: FINCP, Indianapolis, IN 46249 or the appropriate finance and accounting officer and should contain the information indicated in 'Notification procedure'. In addition, information may be obtained by calling: 317/542-2891.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Department of Defense staff and field installations, the Social Security Administration, financial institutions, the Treasury Department, and automated systems interface.

Exemptions claimed for the system:

None.

A0305.10bDACA

System name:

Joint Uniform Military Pay System-Reserve Components-Army.

System location:

Centralized at US Army Finance and Accounting Center, Indianapolis, IN 46249. Decentralized segments exist at Army Finance and Accounting Offices worldwide.

Categories of individuals covered by the system:

All members of the US Army National Guard and US Army Reserve who are drawing inactive duty training pay.

Categories of records in the system:

Individual military pay records, substantiating documents, transmittal letters, index cards, financial data record folders, miscellaneous military pay vouchers, personal financial history records.

Authority for maintenance of the system:

37 U.S.C., section 101 et seq.; E.O. 9397.

Purpose(s):

To maintain a record of member's drill attendance, entitlements and deductions in order to compute and disburse his/her pay while keeping a record of taxes and disbursements other than those to the member.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be disclosed to:

(1) Treasury Department: To record check issue data, taxable earnings and taxes witheld.

(2) Individual States of the US: To furnish wages earned for the calendar year; these data are furnished to the state of home record.

(3) Army National Guard Bureau: To furnish budget data to account for every expenditure within categories established.

(4) Individual National Guard States Associations: To furnish a report and an associated check regarding state sponsored life insurance premium witheld.

(5) American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

(6) Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

(7) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and bulk storage; cards, computer magnetic tape and paper printouts, microfiche.

Retrievability:

By SSN, name of the member, and document number.

Safeguards:

The US Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in use. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the members' servicing finance and accounting officer. Computer equipment and files are located in a separate secure area. Within finance and accounting offices, Army-wide, access is limited to designated personnel having official need for the information in the performance of their duties.

Retention and disposal:

Individual military pay records are converted to microfiche which are retained for 56 years. Other records are retained for varying periods but total retention does exceed 56 years; disposition is to Federal Records Centers; destruction thereafter is by burning or shredding.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from the System Manager. Individuals may also contact US Property and Fiscal Officer, Army National Guard of each state and/or the District of Columbia, Puerto Rico and the Virgin Islands. Individuals may also contact the finance and accounting officer at Ft Indiantown Gap, PA; Ft McPherson, GA; Ft Riley, KS; Presidio of San Francisco, CA; Ft McCoy, WI; Ft Douglas, UT. These finance and accounting officers are responsible for US Army Reserve pay accounts only. Individuals must provide full name, SSN, and military status.

Record access procedures:

Requests should be addressed to the Commander, US Army Finance and Accounting Center, ATTN: FINCP, Indianapolis, IN 46249 or telephoned to 317/542-2891 and should contain the information indicated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

The source of all data to establish and maintain JUMPS-RC-Army originates at unit level; i.e., all units of US Army National Guard and US Army Reserve which perform inactive duty training and whose members receive drill pay as a result of this training furnish the data to support the system.

Exemptions claimed for the system:

None.

A0305.10cDACA

System name:

Joint Uniform Military Pay System-Army-Retired Pay.

System location:

U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

Categories of individuals covered by the system:

Retired Army members, beneficiaries of deceased retired Army members.

Categories of records in the system:

Individual retired military pay records, correspondence with individuals concerning their retired pay accounts, all documents substantiating entitlements to retired pay.

Authority for maintenance of the system:

10 U.SC.; E.O. 9397.

Purpose(s):

To establish and compute pay of retirees and their beneficiaries; to produce permanent record of transactions; and to prepare financial, budgetary, and actuarial reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in this system may be disclosed to: (a) Veterans Administration: To record the collection of premiums for National Service Life Insurance. (b) Fiscal Agent for Veterans Group Life Insurance (VGLI): To initiate starts, stops, and changes for VGLI premium payments by allotment for retirees. (c) Trustees/Guardians of Mental Incompetents (MI): To exercise a fiduciary responsibility on behalf of MI retirees and annuitants. (d) States and Cities: To verify tax liability against retiree's state and city income tax returns. (e) American Red Cross: To assist military personnel and their dependents in determining status of monthly pay, dependents' allotments, loans, and related financial transactions. (f) Military banking facilities: Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan that, if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur. (g) Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). (h) See 'Blanket Routine Use' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, computer disk files, microfiche, micro-computer hard and floppy disks.

Retrievability:

By SSN and name.

Safeguards:

The U.S. Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in use. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Access to computer disk files is controlled by USERID and password. Computer equipment and files are in separate secured area.

Retention and disposal:

Individual retired military pay records are converted to microfiche and retained for 56 years; destruction is by shredding. The retention periods for other records vary according to category of record, but total retention periods do not exceed 56 years after termination of the account. (Account is terminated by either death of retiree, or if the retiree has designated annuitants under Retired Servicemen's Family Protection Plan or the Survivor Benefit Plan, the subsequent death or ineligibility of the annuitant.) Records are destroyed at the end of the 56 year retention period.

System manager(s) and address:

Commander, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from the Director, Retired Pay Operations by calling (317) 542-2931.

Record access procedures:

Individuals may request access to records in this system pertaining to them by writing to the Commander, U.S. Army Finance and Accounting Center, ATTN: Department 90, Indianapolis, IN 46249. Individual should provide full name, SSN of retiree, and signature. Visits are limited to the U.S. Army Finance and Accounting Center, Indianapolis, IN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Department of Defense agencies, the Veteran's Administration, Social Security Administration, Department of Treasury, financial institutions and insurance companies.

Exemptions claimed for the system:

None.

A0305.10dDACA

System name:

Health Professions Scholarship Program.

System location:

Fitzsimons Army Medical Center, Aurora, CO 80045-5001. A segment of this system exists at the Army Medical Department, Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324.

Categories of individuals covered by the system:

Members of the US Army Reserve who are enrolled in the Army-Health Professions Scholarship Program.

Categories of records in the system:

Contract between the Army and the University participating in the Health Professions Scholarship Program; tuition payments; individual's military pay records, cost data worksheets, active duty military pay vouchers, personal financial history records, monthly payroll listings of current members showing entitlements and deductions, bank identification data for deposit of pay, member's permanent home address, current mailing address and telephone number, orders to active duty, student's elective to defer entry on active duty, and similar relevant documents.

Authority for maintenance of the system:

10 U.S.C., Chapter 104, et. seq; Pub. L. 94-426; E.O. 9397.

Purpose(s):

To establish the pay account of students accepted into the Health Professions Scholarship Program; to determine appropriate pay, deductions, reimbursable expenses, taxes and disbursements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Department of the Treasury: To record check issue data, taxable earnings and taxes withheld.

(2) States and cities/counties which have an agreement with the Department of the Army: To verify tax liability against member's state and city/county tax returns.

(3) Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act.

(4) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes; computer printouts; microfilm; ledger cards.

Retrievability:

By member's name, SSN. Conventional indexing is used to retrieve data.

Safeguards:

Information is accessible only to authorized personnel having official need therefor. Records are stored in secured buildings protected by Military Police/security guards.

Retention and disposal:

Individual pay records are retained at the Finance and Accounts Office, Fitzsimons Army Medical Center while reservist is enrolled in the Health Professions Scholarship Program. Upon completion of program, member's records are forwarded to US Army Finance and Accounting Center, Indianapolis, IN 46249 for recoupment determination.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Finance and Accounting Officer, Fitzsimons Army Medical Center Aurora, CO 80045-5001 so long as reservist is enrolled in the Scholarship Program. Thereafter, information may be obtained from the Commander, Army Medical Department Personnel Support Agency, Washington, DC 20324.

Record access procedures:

Individuals desiring access to records concerning themselves in this system of records may write as indicated under 'Notification procedure', providing his/her full name, present address and telephone number, and sufficient detail to locate the record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; university/college in which student is enrolled; Army records and reports.

Exemptions claimed for the system:

None.

A0305.11DAPE

System name:

USMA Cadet Account System.

System location:

US Military Academy, West Point, NY 10996-1783.

Categories of individuals covered by the system:

Members of the US Corps of Cadets, US Military Academy.

Categories of records in the system:

Monthly deposit listings of Corps of Cadets members showing entitlements and activity pertaining to funds held in trust by the USMA Treasurer.

Authority for maintenance of the system:

10 U.S.C., Sections 205, 4340 and 4350; Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies; E.O. 9397.

Purpose(s):

To compute deposits and charges to cadet account to include: Barber, laundry/dry cleaning charges; advance pay, and funds deposited with Treasurer, USMA to be held in trust to pay for required uniforms, books, and equipment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Treasurer, USMA: To record and provide taxable interest data to individual cadet and Internal Revenue Service. To control and monitor charges/credits to the cadet account. To record deposits to the cadet account and to maintain records of financial institutions for direct deposit purposes.

(2) Disclosure to consumer reporting agencies: Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

(3) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and computer printouts; paper records in file folders.

Retrievability:

By Cadet account number.

Safeguards:

Records are maintained in buildings which are secured and patrolled and are accessible only to personnel who have need therefor in the performance of official duties. Automated master data and back-up files are further protected by assignment of passwords.

Retention and disposal: Duplicate account statements are retained locally for 1 year after cadets graduation and then destroyed by shredding. Information in automated media is retained for one thru three months, except that annual interest tapes are retained for one year before being erased.

System manager(s) and address:

Superintendent, US Military Academy, West Point, NY 10996-1738.

Notification procedure:

Requests from individuals may be submitted to the U.S. Military Academy, Treasurer, West Point, NY 10966-1783; telephone 914/938-3516. Individual should provide full name, Cadet account number, SSN, graduating class year, current address and telephone number, and signature.

Record access procedures:

Individual may request access by writing to the System Manager, furnishing information indicated in 'Notification procedure'. Personal visits may be made to the Treasurer, US Military Academy; individual must provide acceptable identification such as valid driver's license and information that can be verified with his/her payroll.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Department of Army, Department of the Treasury, financial institutions and insurance companies.

Exemptions claimed for the system:

None.

A0306.01DACA

System name:

Civilian Employee Pay System.

System location:

U.S. Army Finance and Accounting Offices world-wide and U.S. Property and Fiscal Offices in the U.S., Puerto Rico, Virgin Islands, and the District of Columbia having civilian payroll responsibilities.

Categories of individuals covered by the system:

Civilian employees and contract teachers employed by Department of the Army, Office, Secretary of Defense; and specified elements of the Navy and Air Force.

Categories of records in the system:

Employees' pay, leave, and retirement records; individual withholding/ deduction authorization for dependents, allotments, health benefits, savings bonds, etc.; tax exemption certificates; personal exception and indebtedness papers; statements of charges, claims, repatriated payment files; roster of authorized timekeepers and signature cards; payroll and retirement control and working paper files; unemployment compensation data requests; reports of retirement fund deductions; management narrative and statistical reports relating to pay, leave, and retirement.

Authority for maintenance of the system:

Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies; E.O. 9397.

Purpose(s):

To provide basis for computing civilian pay entitlements; to record history of pay transactions; to record leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Treasury Department: To record checks and bonds issued.

(2) Social Security Administration: To report earned wages by employees under the Federal Insurance Contributions Act.

(3) Internal Revenue Service: To record taxable earnings and taxes withheld.

(4) Office of Personnel Management: To record monies paid into Federal Retirement Fund and to provide information pertaining to health benefits.

(5) States and cities: To provide taxable earnings of employees to those states and cities which have entered into an agreement with the Department of the Army and the Treasury Department.

(6) Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

(7) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record of System notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and bulk storage; card files, computer magnetic tapes, disks and printouts, and microfilm.

Retrievability:

Automated records are retrieved by SSN within payroll block; manual records are retrieved by surname within payroll block.

Safeguards:

Records are restricted to personnel who are properly cleared and trained, and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports, and controls to preclude unauthorized disclosure.

Retention and disposal:

Individual retirement record files are permanent; they are retained at installation while member is actively employed. They are forwarded to new installation when member is transferred to another Army activity. When employee transfers to another agency under the Department of Defense not serviced by Army or separates from Federal Service, record is forwarded to the Office of Personnel Management. Microfilm of manually maintained individual retirement records is sent to the National Personnel Records Center after 3 years.

Personnel exceptions and indebtedness files are permanent. These documents are filed in individual's Official Personnel Folder (OPF). Upon separation or transfer, if OPF is not on file locally, records are forwarded to National Personnel Records Center, General Services Administration, St. Louis, MO 63118.

Repatriated personnel payment files are permanent; forwarded to National Personnel Records Center after 3 years.

Subsistence and quarters rate deviation files are permanent; they are retired on discontinuance of the installation.

Retention periods vary for other records according to category of record. The minimum retention period is 2 years and the maximum period is 12 years, after which records are des records are destroyed.

System manager(s) and address:

Comptroller of the Army, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the System Manager, US Army Finance and Accounting Offices world-wide, or if National Guard

Technician, from the National Guard Bureau, 5600 Columbia Pike, Falls Church, VA 22041, or from US Property and Fiscal Offices.

Record access procedures:

Requests for access should be addressed as indicated in 'Notification procedure', and should include individual's full name, SSN, current address, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, former employers, DOD Staff agencies and field commands, Social Security Administration, Treasury Department, financial organizations and automated systems interface.

Exemptions claimed for the system:

None.

A0306.02DACA

System name:

Nonappropriated Funds Central Payroll System (NAFCPS).

System location:

System Proponent: Assistant Comptroller of the Army for Finance and Accounting (ACOA(F&A)), ATTN: DACA-FAP-N, Indianapolis, IN 46249-1056; NAFCPS is operational at two sites: Central Nonappropriated Funds Payroll Office, P.O. Box 75, Texarkana, TX 75504-0075, and the Nonappropriated Funds Central Payroll Division, U.S. Army Finance and Accounting Center Europe (USAFACEUR), APO NY 09007-0137.

Categories of individuals covered by the system:

All civilian employees of the Department of the Army, Defense Logistics Agency, and Panama Local Nationals who are paid from nonappropriated funds (NAF).

Categories of records in the system:

Individual records of appointment or assignment; officially authenticated time and attendance records, supported by substantiating documents; individual leave records, payroll control files, individual withholding authorization files, withholding tax exemption certificate files, withholding tax files, savings bond schedule files, other deduction type files, payroll journal and check register, earnings statement, earnings records, tips received, earnings and leave statements, subsistence and quarters files, unemployment compensation data request files, health and life insurance files, income tax withheld, employer and employee Federal Insurance Contributions Act files, Employer Quarterly Federal Tax Return, state tax files, local tax files, Fair Labor Standards Act files, and total employer liability for accrued leave at separation.

Authority for maintenance of the system:

5 U.S.C., section 2105, 5531, 5533; Pub. L. 92-203; Fair Labor Standards Act; E.O. 9397.

Purpose(s):

To calculate the net pay due each employee; provide a history of pay transactions, entitlements and deductions; maintain a record of leave accrued and taken; keep a schedule of bonds due and issued; record taxes paid; respond to inquiries or claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data required by law, e.g., employees' earnings, taxes withheld, Federal Insurance Contributions Act contributions, are provided to the Treasury Department, the Social Security Administration, Internal Revenue Service, states and localities which have an agreement with the Department of the taxable earnings information.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f), the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)), or Title III, Section 301 of Pub. L. 97-253, the 1982 Omnibus Reconciliation Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and bulk storage, magnetic tapes, discs, microfilm, microfiche, and computer printouts.

Retrievability:

By individual's social security number (SSN) within each nonappropriated fund Standard NAF Number (Installation, fund, location, and department code).

Safeguards:

Files are maintained in areas accessible only to designated personnel who have need therefor in the performance of official duties.

Retention and disposal:

Individual pay records are permanent; they are forwarded to the National Personnel Records Center after three years; they are retained at servicing payroll office while individual is actively employed. Upon separation or termination of employment, files are placed in an inactive status and retained 18 months after close of pay year. Leave records are retained 10 years and then destroyed. Other management and accounting information reports are retained from one to three years before destruction.

System manager(s) and address:

Assistant Comptroller of the Army for Finance and Accounting, ATTN: DACA-FAP-N, Indianapolis, IN 46249-1056.

Notification procedure:

Information may be obtained from the Chief, Central NAF Payroll Office, P.O. Box 75, Texarkana, TX 75504-0075, or Commander, USAFACEUR, ATTN: AEUTCF-NAF, APO NY 09007-0137. Individual should furnish full name, SSN, period and location of employment, and signature.

Record access procedures:

Requests for system information should be sent to the System Manager. Requests from individuals should be sent to the appropriate servicing payroll office furnishing details required by 'Notification procedure'.

Contesting record procedures:

The Department of the Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Time and Attendance reports, former employers, Social Security Administration, Treasury Department, DOD staff agencies and field installation, Government benefit programs, servicing civilian personnel offices.

Exemptions claimed for the system:

None.

A0306.20DACA

System name:

Military and Civilian Waiver Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

Categories of individuals covered by the system:

Present and former Army members or civilian employees who apply for waiver of claims arising out of erroneou of erroneous payments of pay and allowances, travel, transportation, and relocation allowances.

Categories of records in the system:

File contains application, employment history, reports of investigation, copies of vouchers, certificates, record of disposition, and correspondence with the U.S. General Accounting Office, Army staff offices, and other government agencies.

Authority for maintenance of the system:

10 U.S.C. 3012; E.O. 9397.

Purpose(s):

To determine the validity of waivers or to make referrals to the US General Accounting Office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individuals surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having official need therefor, within buildings which employ security guards.

Retention and disposal:

Records are retained for six years after waiver is approved/denied.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from the System Manager, ATTN: Chief, Claims/Inquiries Division, telephone: 317/542-2793.

Record access procedures:

Individuals desiring access to information about themselves in this system of records should write to the System Manager, ATTN: Chief, Claims/Inquiries Division, Centralized Pay Operations, providing their full name, SSN, current address, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army Finance and Accounting Offices; and other Government agencies.

Exemptions claimed for the system:

None.

A0309.05DAAG

System name:

Resource Management and Cost Accounting Files.

System location:

Headquarters, Department of the Army, Staff and field operating agencies, major commands, installations and activities. Official mailing addresses are contained in the appendix to the Army's inventory of system notices published at 48 FR 25773, June 6, 1983.

Categories of individuals covered by the system:

Military and civilian personnel assigned/attached to the organization.

Categories of records in the system:

Records by individual of man-hours applied to the accomplishment of assigned tasks or projects. Specific data elements include name, SSN/employee identification number, organizational element, military rank/civilian grade, job title, clearance status, rating data, regular/overtime wage rates, regular/overtime hours worked, hours of leave taken, record of official travel, project code, accounting code and cost data, workload units accomplished, file references and related information, and records control data.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To project manpower and monetary requirements; to allocate available resources to specific projects; to schedule workload and assess progress; to project future organizational milestones; to evaluate individual performance and equipment efficiency; to set standards and methods; to record and control personnel and equipment utilization; to document inventories; to interpolate training needed by unit or individual; to monitor use of overtime; to control and monitor obligations and expenditures of Government funds; to provide audit trail; to generate statistical reports of workload and production levels and other trends within the organization; and to provide other accounting and monitoring reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punch cards, magnetic tapes, cards, or discs; microform, microfiche, computer printouts and paper records.

Retrievability:

By individual's name, SSN or employee identification number; information may also be accessed by a non-personal data element such as project code, cost accounting code, or organizational element.

Safeguards:

Automated systems employ computer hardware/software safeguard features. All records are maintained in controlled areas, within buildings/rooms which are secured during non-duty hours. Personal information is accessed only by individuals who have need therefor in their official duties.

Retention and disposal:

Magnetic media are erased after 1 year; manual records are destroyed after 1 year by pulping, tearing, or shredding.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Ave, Alexandria, VA 22331.

Notification procedure:

Individuals desiring to know whether this system contains information on them should contact the agency head/installation commander of the Department of the Army organization to which they are (or were) assigned/employed and should furnish full name, SSN, office believed to have the record, and time frame, any other information which will assist in locating the information and signature.

Record access procedures:

Individuals seeking access to information from this system of records should address an inquiry as indicated in 'Notification procedure', providing the information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Employee time cards; organization manpower rosters; individual personnel and training records; production records; travel orders; unit inventory records; and other relevant Army documents and reports.

Exemptions claimed for the system:

None.

A0314.08DACA

System name:

Check Cashing Privilege Files.

System location:

All Army installations/activities with facilities to cash checks.

Categories of individuals covered by the system:

Persons whose checks, written at Army facilities, have been dishonored and/or whose check cashing privileges have been suspended or revoked.

Categories of records in the system:

Documents related to advancing, revoking, or suspending, restoring and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence may result in withdrawing check cashing privileges, notices from banks that the bank was in error, notices to activities that check cashing privileges have been suspended or withdrawn, and related papers.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To determine individuals to be denied check cashing privileges at installation check cashing facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Lists of persons whose privileges have been suspended or withdrawn may be disclosed to banks or credit unions operating on Army installations so that the financial facilities can, if they wish, withhold check cashing privileges from those individuals.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards, paper records in file folders, and computer tapes.

Retrievability:

By individual's name or SSN.

Safeguards:

Files are maintained in areas accessible only to authorized persons having an official need therefor in the performance of official duties.

Retention and disposal:

Destroyed 3 years after individual has made restitution for dishonored check.

System manager(s) and address:

Comptroller of the Army, US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

Notification procedure:

Information may be obtained from the installation commander where check was cashed.

Record access procedures:

Individuals desiring access to records pertaining to themselves should write to the installation commander, furnishing full name, SSN, details relevant to the incident, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the dishonored check, the individual, banking facilities.

Exemptions claimed for the system:

None.

A0314.09DACA

System name:

Nonappropriated Fund Accounts Receivable System.

System location:

Nonappropriated fund activities at Army installations world-wide.

Categories of individuals covered by the system:

Current and former members of Nonappropriated Fund Instrumentalities (NAFI) whose accounts show balances other than zero; persons using Post billeting facilities on a fee paid basis (bachelor officer quarters, visitor quarters and guesthouse facilities) and persons no longer using such facilities whose accounts have other than zero balances; any individual having a statement of account for the billing period, individuals occupying government housing at any military installation; individual class B telephone subscribers; members, customers or civilians having 30 day credit terms for "charge" sales and/or dues obligations to NAF activities; all persons whose accounts have been dishonored by banking institutions and their checks returned to NAF activities; individuals who have cash loans charged to their accounts.

Categories of records in the system:

Individual's name, SSN, rank, amount of charges, billings of items or services furnished, subsidiary ledgers containing detail of services billed and paid by individual; work order forms, invoice listings, monthly receipt vouchers, date and method of payment, file of billings associated with returned/dishonored checks, and relevant similar documents.

Authority for maintenance of the system:

31 U.S.C. 66; 10 U.S.C. 2481 and 3012, 5 U.S.C. 5101; and E.O. 9397.

Purpose(s):

To maintain current rosters as subsidiary records for accounts receivable and cash acccountability control; to provide monthly statements to customers; to provide ledger balances for activity financial statements; to prepare aged listing of accounts receivable, 30, 60, and 90 days; to answer inquiries to members on account of status and specific transactions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

(2) Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1661a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes and/or discs by account in numerical and alphabetical order; computer hard copy printouts filed in binders; copies of statements filed in folders.

Retrievability:

By customer name and SSN.

Safeguards:

Records are maintained in lock-type cabinets within storage areas accessible only to authorized personnel.

Retention and disposal:

Destroyed after 3 years following audit with no exceptions or irregularities disclosed.

System manager(s) and address:

Office of Deputy Finance and Accounting for Operations Management, ATTN: SAFM-FAP-N, Stop 66, Indianapolis, IN 46249-1056.

Notification procedure:

Individuals may submit written request to the custodian of nonappropriated funds activities at the installation where record is believed to exist.

Record access procedures: Individuals desiring access to records pertaining to them in this sytem should write to appropriated nonappropriated fund activity custodian, furnishing full name, SSN, and account number.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From daily transaction registers/journals received from billeting officer, signal officer, and/or club officers.

Exemptions claimed for the system:

None.

A0314.24DAAG

System name:

Nonappropriated Fund Employee Insurance and Retirement Files.

System location:

The Adjutant General's Office, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Categories of individuals covered by the system:

Army nonappropriated fund employees who participate in the NAF Group Insurance and Retirement Plan.

Categories of records in the system:

Monthly and cumulative insurance and retirement deductions for each employee; name, and SSN.

Authority for maintenance of the system:

Pub. L. 95-595; 26 U.S.C. 401a.

Purpose(s):

To substantiate initial enrollment and subsequent change in the NAF Group Insurance and Retirement Plan; to verify monthly deductions and to compute annuities, refunds, and death benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503 June 6, 1983.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/discs, microfiche, paper records.

Retrievability:

By individual's surname within each NAF activity.

Safeguards:

Records are located in controlled areas within building having security guards; information is accessed only by individuals who are properly cleared and trained and have need therefor in the performance of official duties.

Retention and disposal:

Records are permanent; retained in active file until individual terminates employment, retires or is deceased; held 1 additional year and subsequently retired to the Washington National Records Center, Suitland, MD.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DAAG-NFI, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Individuals should address requests as specified in 'Notification procedure', furnishing their full name, SSN, NAF activity in which employed, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; NAF personnel officers.

Exemptions claimed for the system:

None.

A0319.01bDAEN

System name:

Corps of Engineers Debt Collection System.

System location:

Finance and Accounting Offices at U.S. Army Corps of Engineer Installations worldwide.

Categories of individuals covered by the system:

Separated and retired military and civilian personnel and others indebted to the U.S. Army.

Categories of records in the system:

These records include, but are not limited to:

(1) Records of current and former military members and civilian employees' pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements.

(2) Individual military pay records, susbstantiating documents such as military pay orders, pay adjustment authorizations, military master pay account printouts from the Joint Uniform Military Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personnel financial records, credit reports, promissory notes, individual financial statements and related correspondence.

(3) Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents including, but not limited to: Statements of financial status (personal income and expenses); statements of commanders and/or finance and accounting officers; and correspondence with members and employees.

(4) Claims of individuals requesting additional payments for services rendered with supporting documents including, but not limited to: Time and attendance reports; leave and earning statements; travel orders and/or vouchers; and correspondence with members and employees.

(5) Delinquent accounts receivable including, but not limited to: Returned checks; default on lease agreements; collection records; and summaries of Army Criminal Investigation Command and/or Federal Bureau of Investigati

(6) Reports from probate courts regarding estates of deceased debtors.

(7) Reports from bankruptcy courts regarding claims of the United States against debtors.

Authority for maintenance of the system:

Debt Collection Act of 1982 (Pub. L. 97-365); 5 U.S.C. 552a(b)(12); 5 U.S.C. 5514(a); 10 U.S.C. 2774; 12 U.S.C. 1715; 15 U.S.C. 1681a(f); Federal Claims Collection Act of 1966; 31 U.S.C. 952(d); 31 U.S.C. 3711; E.O. 9397.

Purpose(s):

To process, monitor, and post-audit accounts receivable. To administer the Federal Claims Collection Act of 1966 and the Debt Collection Act of 1982 and to answer inquiries pertaining thereto. To match application data with state information in order to verify eligibility for benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) U.S. Department of Justice/U.S. Attorneys for legal action and/or final disposition of debt claims.

(2) The Department of the Treasury/Internal Revenue Service for the purpose of obtaining locator status for delinquent accounts receivable, and/or to report write-off amounts as taxable income as pertains to amounts comprised and accounts barred from litigation due to age, and for purpose of offset, either administrative or salary.

To collection agencies for the puncies for the purpose of credit information and for the purpose of obtaining credit reports or skip traces when the Army has exhausted its internal collection efforts.

(4) Consumer reporting agencies pursuant to the Privacy Act of 1974, 5 U.S.C. 552a(b)(12) as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)) when an individual is responsible for a debt to the U.S. Army, provided the debt has been validated, is overdue, and the debtor has been advised of the disclosure and his/her rights to dispute, appeal or review the claim; and/or whenever a financial status report is requested for use in the administration of the Federal Claims Collection Act. Claims of the United States may be compromised, terminated or suspended when warranted by information collected.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and bulk storage, card files, magnetic tapes, paper printouts and microfiche.

Retrievability:

By SSN, name and substantiating document number.

Safeguards:

Security guards are employed at all Corps of Engineers Finance and Accounting Offices. Paper records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Computerized records are accessed by the custodian of the records system and by persons responsible for servicing the records in the performance of their official duties. Certifying Finance and Accounting Officers of debts have access to debt information to confirm if the debt is valid and collection action is to be continued. Computer equipment and files are located in a separate secured area.

Retention and disposal:

Delinquent accounts receivables are retained for six (6) years and three (3) months and then destroyed.

System manager(s) and address:

The Finance and Accounting Officer at the Headquarters, U.S. Army Corps of Engineers, 20 Massachusetts Avenue, NW, Washington, D.C. 20314-1000.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should contact the Finance and Accounting Officer at the appropriate U.S. Army Corps of Engineers installation, furnishing full name, SSN, and other information verifiable from the record itself.

Record access procedures:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in 'Notification Procedures' and furnish information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories:

Information is received from the Department of Defense staff and field installations, other creditor Federal agencies, Social Security Administration, Treasury Department, Banks, Savings and Loan Associations, Employee Credit Unions and other financial organizations.

Exemptions claimed for the system:

None.

AO319.01DACA

System name:

Debt Collection System(s)/FINCP-FF.

System location:

United States Army Finance and Accounting Center (USAFAC), Fort Benjamin Harrison, Indiana 46249-0001.

Categories of individuals covered by the system:

Separated and retired military/civilian personnel and others indebted to the U.S. Army.

Categories of records in the system:

Records of current and former military members and civilian employees' pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to:

Individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account printouts from the Joint Uniform Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, indvidual financial statements, and correspondence. Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents including, but not limited to, statements of financial status (personal income and expenses), statements of commanders, statements of accounting and finance officers, correspondence with members and employees. Claims of individuals requesting additional payments for service rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders, travel vouchers, and correspondence with members and employees. Delinquent accounts receivable from field accounting and finance officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the U.S. Army Criminal Investigation Command and Federal Bureau of Investigation reports. Reports from probate courts regarding estates of deceased debtors. Reports from bankruptcy courts regarding claims of the United States against debtors.

Authority for maintenance of the system:

31 U.S.C. section 3711; 10 U.S.C. section 2774; 12 U.S.C. section 1715; and E.O. 9397.

Purpose(s):

To provide a basis for establishment of and post audit of each receivable to provide a history of collection activities and answer inquiries pertaining to such collection activity. This information is to establish, formulate, maintain, monitor accounts receivables and administer the Federal Claims Collection Act(s).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data necessary to identify the individual involved are disclosed to:

a. Consumer Reporting Agencies:

(1) Whenever a financial status report is requested for use in the administration of the Federal Claims Collection Act. Claims of the U.S. may be compromised, terminated or suspended, when warranted, by information collected.

(2) Pursuant to 5 U.S.C. 552a(b)(12) that an individual is responsible for a debt to the U.S. Army provided the debt has been validated, is overdue and the debtor has been advised of the disclosure and his rights to dispute, appeal or review the claim.

b. U.S. Department of Justice/U.S. Attorneys: For legal action and/or final disposition of the debt claims. The litigation brief(s) (comprehensive, written referral recommendations) will restructure the entire scope of the collection cases.

c. Internal Revenue Service:

(1) To obtain locator status for delinquent account receivables. (Automated controls exist to preclude redisclosure of solicited IRS address data.)

(2) To report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age.

(3) To provide for offset of tax refunds.

d. Private Collection Agencies: For collection service whenever USAFAC has exhausted its internal collection actions.

e. Credit Card Processing Institutions: To collect indebtedness by credit card.

f. Other Government Agencies: For the purpose of offset; administrative or salary.

g. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, in collection file folders and bulk storage, card files, computer magnetic tapes, computer printouts and microfiche.

Retrievability:

By SSN, alphabetically by name, and substantiating document number. Conventional indexing is used to retrieve data.

Safeguards:

USAFAC employs security guards. An employee badge and visitor registration system is utilized. Hard copy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Computerized records are accessed by custodian of the records system and by person(s) responsible for servicing the records system for need-to-know. Certifying finance and accounting officers of debts have access to debt information to confirm if the debt is valid and collection action is to be continued. Computer equipment and files are located in a separate secured area.

Retention and disposal:

Accounts receivables are converted to microfiche and retained for 6 years. Destruction is by shredding. Other records—retention periods vary according to category, but total retention periods do not exceed 56 years. Disposition is to federal records centers and destruction thereafter is by burning or salvage as waste paper.

System manager(s) and address:

Commander, USAFAC, Department 89, ATTN: FINCP-FF, Indianapolis, IN 46249-0001.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, furnishing full name, SSN, and military status or other information verifiable from the record itself.

Record access procedures:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in "Notification procedure" and furnish information required therein or telephone (317)-542-2859.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Information is received from Department of Defense staff and field installations, Internal Revenue Service, Social Security Administration, Treasury Department, financial organizations, and automated system interface.

Exemptions claimed for the system:

None.

A0319.04DACA

System name.

Validation Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249

Categories of individuals covered by the system:

Any Army military member or Department of Army civilian or former military member or individual suspected of fraud or improper payment.

Categories of records in the system:

Reports of copies of vouchers/orders/notices of exception/military pay orders/certificates of dependency, sworn statements, and correspondence between the Comptroller of the Army, US General Accounting Office, Department of the Army staff agencies, US Army Criminal Investigation Command, and/or other governmental agencies.

Authority for maintenance of the system:

44 U.S.C. 3101.

Purpose(s):

To obtain data for determining propriety and validity of Army financial transactions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor.

Retention and disposal:

Records are destroyed after 3 years.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Federal Bureau of Investigation, Criminal Investigation Detachments, finance officers, Provost Marshals and individuals.

Exemptions claimed for the system:

None.

A0319.06DACA

System name:

Household Goods Shipment Excess Cost Collection Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

Categories of individuals covered by the system:

Army and Air Force members who have shipped excess household goods.

Categories of records in the system:

Government bills of lading, supporting documents, and copy of excess cost billing.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To establish liability and issue notices of amounts due the United States for excess household goods shipments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper in file folders.

Retrievability:

By service number/SSN.

Safeguards:

Building employs security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are destroyed after 6 years.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to information concerning themselves should write to the System manager, providing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From paid Government bills of lading.

Exemptions claimed for the system:

None.

A0319.07DACA

System name:

FHA Mortgage Payment Insurance Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249

Categories of individuals covered by the system:

Any Army military member with more than 2 years of active duty service who applies for an FHA loan.

Categories of records in the system:

Individual's application, certificate of eligibility, record of payments, notices of termination of eligibility, and correspondence with FHA and other Government offices.

Authority for maintenance of the system:

44 U.S.C., 3101.

Purpose(s):

To determine the amount of insurance payments and to control authorized payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By Army member's surname.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized persons having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed 10 years after final separation of the individual from the Army.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the applicant, his/her commanding officer, FHA, and other government records.

Exemptions claimed for the system:

None.

A0319.10DACA

System name:

Conversion Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249

Categories of individuals covered by the system:

Active and former members of the Armed Services and civilians who file military payment certificate (MPC) claims and/or foreign currency claims.

Categories of records in the system:

Individual's application for exchange of military payment certificates; letter request for exchange of MPC and foreign currency;

military pay vouchers; substantiating documents such as receipts; and correspondence between the US Army Finance and Accounting Center and claimant, and other Army and Government agencies.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To evaluate claim and, if approved, issue Treasury check to claimant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By claimant's surname.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed 10 years after final action on claim.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from the System Manager. Individuals should furnish their full name, SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Government agencies, records and reports. None.

A0319.11DACA

System name:

Disbursing Office Establishment and Appointment Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

Categories of individuals covered by the system:

Army military members or Department of Army civilians who are appointed a deputy or bond issuing agent; individuals appointed an accountable officer or special disbursing agent.

Categories of records in the system:

Records include Department of the Army Form 1866 (Designation and Appointment of Deputy to Disbursing Officer), USAFAC Form 35-12FL (Certification as Issuing Agent of U.S. Saving Bonds), USAFAC Form 35-13FL (Letter to Federal Reserve Bank on Bond Issuing Agent) and letter requests for the approval and appointment of other than Finance Corps officers as accountable officers and special disbursing agents.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To obtain data in the appointment or termination of deputies and bond issuing agents and the appointment or termination of other than Finance Corps officers as accountable officers and special disbursing agents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed 10 years after revocation of appointment.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249

Notification procedure:

Information may be obtained by writing to the System manager. Individual should furnish their full name, SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to information concerning thermselves should write to the System Manager, providing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Finance and Accounting Officers.

Exemptions claimed for the system:

None.

A0319.13DACA

System name:

Bankruptcy Processing Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249.

Categories of individuals covered by the system:

Army military members or Department of Army civilian employees for whom bankruptcy notice has been received.

Categories of records in the system:

Individual's financial statements; certificates for deductions; agreements; military pay vouchers; correspondence between the Judge Advocate General, US Attorney, US District Courts, and other government agencies relevant to the proceeding.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To obtain data for submitting claims of the Army to the Department of Justice for filing with the bankruptcy court and controlling financial transactions on pay accounts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) 681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed 5 years after conclusion of bankruptcy proceedings.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from the System Manager. Individual must furnish full name, SSN, current address, and signature.

Record access procedures:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure.'

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From courts, government records, and similar documents and sources relevant to the proceeding.

Exemptions claimed for the system:

None.

A0319.14DACA

System name:

Pecuniary Charge Appeal Files.

System location:

US Army Finance and Accounting Center, Indianapolis, IN 46249

Categories of individuals covered by the system:

Army military members or civilian employees held pecuniarily liable for charges for which an appeal is filed.

Categories of records in the system:

Reports of investigations, copies of vouchers, certificates, statements and correspondence between Department of the Army staff agencies and other Government agencies.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To obtain data for determining the propriety of the pecuniary liability ruling.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed 10 years after close of case.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained by writing to the System Manager. Individual must provide full name, SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to information concerning themselves should write to the System Manager, providing information required under 'Notification procedure.'

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Army records and reports.

Exemptions claimed for the system:

None.

A0320.01DAEN

System name:

Corps of Engineers Management Information System Files.

System location:

Finance and accounting offices in Corps of Engineers Division and District Offices; addresses may be obtained from the Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Categories of individuals covered by the system:

Civilians and military employees of the Corps of Engineers located at Division ald District Offices.

Categories of records in the system:

Employees name, SSN, pay rate, employing office, organizational location, cost codes, functional designator funds, coverage under Fair Labor Standards Act, travel advance record, and similar information.

Authority for maintenance of the system:

5 U.S.C., section 301.

Purpose(s):

To compute employee labor and travel costs charged to the job worked on in the management of financial expenditures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape and printouts; microfilm.

Retrievability:

By SSN.

Safeguards:

Computers in which system information resides are located in locked rooms which are accessible only to authorized persons possessing a special badge or password. Microfilm produced by contract with vendors is maintained by the contractor under lock and key.

Retention and disposal:

Cost data as input documents and voucher output listings comprising employee labor and travel costs, and audit trail tapes of valid transactions, are destroyed after 6 years and 3 months; punched cards which process these data are destroyed upon completion of audit by General Accounting Office. Internal/external output files containing these data are destroyed after 30 years. Utility files (output reports for maintaining and controlling transactions) are destroyed after 5 years. Magnetic tape data base containing transactions results processed by the update programs are retained for 30 years. Computer printouts and magnetic tapes are retained on microfilm. Records prior to July 2, 1975 are destroyed after 10 years and 3 months; those on/after July 2, 1975 are Dec. 2, 1975 are destroyed after 6 years and 3 months.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from the servicing Comptroller office within the Corps of Engineers, District/Division.

Record access procedures:

Individual requests should be addressed as provided in 'Notification procedure'; individuals must provide his/her full name, and SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; official Army records and reports.

Exemptions claimed for the system:

None.

A0401.02DAAG

System name:

Mailing List for Army Newspapers/Periodicals/Catalogs.

System location:

HQDA Staff and Field Operating Agencies, Major Commands, field installations and activities, Army Service Schools/Colleges, Army National Guard Bureau Headquarters and field activities. Official addresses are in the appendix to the Army inventory of System Notices at 48 FR 25773, June 6, 1983.

Categories of individuals covered by the system:

Name and current mailing address of recipients of Army and/or National Guard magazines, newspapers, professional and trade publications, journals, catalogs, admissions policies and procedures, digests, and newsletters. Recipients may be current or former Army and/or National Guard personnel, staff and faculty or graduate/resident/correspondence student of Service Schools, military reservists, ROTC cadets, civilian academicians, professional or other personnel who have requested inclusion on mailing lists.

Categories of records in the system:

Mailing lists containing names and addresses of recipients of various periodicals published by the Army and/or the National Guard which have public relations value. Types of periodicals include but are not limited to the following:

a. Journals, catalogs, admissions policies and procedures, published by military schools and colleges, medical facilities, and training institutions.

b. Army newspapers or digests containing official or quasi-official but non-directive data of either a technical or administrative nature. Other personal data may be included such as Alumni Association Member number, professional society or trade organization of which a member and related information.

Authority for maintenance of the system:

10 USC 3012; 32 U.S.C. 110

Purpose(s):

To produce mailing lists for distribution of Army periodicals, newspapers and various journals, catalogs, digests and newsletters; to perform statistical analyses and surveys of reader interest and opinion.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, magnetic tape disc, cards, printouts, and addressograph plates.

Retrievability:

By individual's name.

Safeguards:

Records are accessed and maintained only by authorized personnel who have need therefor.

Retention and disposal:

Retained until no longer needed, normally until individual requests deletion, after which record is destroyed.

System manager(s) and address:

Heads of Department of Army Staff and Field Operating Agencies, Major Commands, commanders of installations/activities, Army Service Schools/Colleges and National Guard activities that publish periodicals, command newspapers, catalogs or other special-interest recurring publications.

Notification procedure:

Information may be obtained from either the editor of the publication, registrar of the school, or the Public Affairs Officer of the Army or National Guard office publishing the periodical.

Record access procedures:

Requests should be addressed as indicated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; records of the Army or National Guard organization publishing the document.

Exemptions claimed for the system:

None.

A0401.07aOSA

System name:

Media Contact Files.

System location:

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310 and their field operating agencies at Los Angeles, CA; Washington, DC; and Kansas City, MO; public affairs offices of Army Staff agencies, major commands, installations and activities.

Categories of individuals covered by the system:

Journalists, authors, editors, columnists, researchers, news media representatives.

Categories of records in the system:

Name, address, telephone number, biographical data; public media affiliation; correspondence between the Army and the individual.

Authority for maintenance of the system:

Title 10 U.S.C. 3012

Purpose(s):

To maintain contact with public media representatives on issues of common interest.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards; papers in file folders.

Retrievability:

By individual's surname.

Safeguards:

Information is accessed only by individuals having need therefor in the performance of official duties.

Retention and disposal:

Records are destroyed when no longer needed.

System manager(s) and address:

Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Individuals desiring access to records about themselves in this system of records may inquire of the System Manager, providing full name, present address, and telephone number.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; newspapers, libraries, Army and Department of Defense records.

Exemptions claimed for the system:

None.

A0401.08DAJA

System name:

Prosecutorial Files.

System location:

Decentralized at Staff Judge Advocate Offices.

Categories of individuals covered by the system:

Any individual who is pending trial by court-martial.

Categories of records in the system:

Witness statements; pre-trial advice; documentary evidence; exhibits; evidence of previous convictions; personnel records; recommendations as to the disposition of the charges; explanation of any unusual features of the case; charge sheet; and criminal investigation reports.

Authority for maintenance of the system:

Executive Order 11476, June 19, 1969, Manual for Court-Martial, United States; as revised by Executive Order 12473, effective August 1, 1984.

Purpose(s):

To prepare for prosecution before court-martial.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Permanent.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, Washington, D.C. 20310.

Notification procedure:

Information may be obtained from the System Manager. Individual should furnish his/her full name, current address and telephone number, case number and office symbol of Army element which furnished correspondence to the individual, other personal identifying data that would assist in locating the records, and signature.

Record access procedures:

Individuals should submit a written inquiry to the System Manager, supplying information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From official Army records and reports, investigative documents, law enforcement agencies.

Exemptions claimed for the system:

Portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0402.01DAJA

System name: General Legal Files.

System location:

Office of the Judge Advocate General, Headquarters, Department of the Army, Offices of Staff Judge Advocates, Judge Advocates, and Legal Counsels of Washington, DC 20310-2200; subordinate commands, installations, and organizations.

Categories of individuals covered by the system:

Individuals who have been the subject of civil or criminal matters referred to the Office of the Judge Advocate General or to legal offices of subordinate commands, installations, and organizations for legal opinion, legal review, or other action.

Categories of records in the system:

Inquiries with substantiating documents, personnel actions, investigations, petitions, complaints, correspondence and responses thereto.

Examples of records include: Elimination and separation proceedings; questions pertaining to entitlement to pay, allowances, or other benefits; flying evaluation boards, line of duty investigations; reports of survey; other boards of investigating officers; DA Suitability Evaluation Board cases; DA Special Review Board efficiency report appeals; petitions to the Army Board for the Correction of Military Records; matters pertaining to on-post solicitation, revocation of privileges, and bars to entry on military installations; matters pertaining to appointments, promotions, enlistments, and discharges; matters pertaining to prohibited activities and conflicts of interest for Army personnel and employees; Article 138, UCMJ complaints; private relief legislation; military justice matters including requests for delivery of service members for trial by civilian authorities; appeals from non-judicial punishment imposed under Article 15, UCMJ; appeals under Article 69, UCMJ; Secretarial review of officer dismissal cases; petitions for clemency, requests for pardons, and requests for grants of immunity for civilian witnesses; matters pertaining to civilian employees and employees of nonappropriated fund instrumentalities including employment, pay, allowances, benefits, separations, discipline and adverse actions, grievances, equal opportunity complaints, awards, and claims processed by other agencies.

Authority for maintenance of the system:

10 U.S.C. 3037 and 3072.

Purpose(s):

To ensure legal sufficiency of Army operations, policies, procedures, and personnel actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system of records may be disclosed to the Department of Justice for grants of immunity and requests for pardons.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in locked file cabinets and/or in locked offices in buildings employing security guards or on military installations protected by military police patrols.

Retention and disposal:

Records at the Office of General Counsel, OSA; Office of The Judge Advocate General; and Office of the Chief Counsel, Office, Chief of Engineers are permanent; at all other locations, records are destroyed upon obsolescence.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army Washington, DC 20310-2200.

Notification procedure:

Information may be obtained by writing to the System manager; individual must provide his/her full name, the address and telephone number, and any other personal data which would assist in identifying records pertaining to him/her such as current or former military status, date of birth, and, if applicable, specifics concerning the incident or event believed to be the basis for legal review.

Record access procedures:

Individuals desiring access to records in this system about themselves should submit a written request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records.

Exemptions claimed for the system:

Parts of this system falling within 5 USC 552a(k)(1), (2), (5), (6), and (7) may be exempt from the following provisions of Title 5 USC 552a: (c)(3), (d), (e)(1), and (f).

A0402.06DAJA

System name:

Legal Assistance Files.

System location:

Legal Assistance Office, Office of The Judge Advocate General's Office, Headquarters, Department of the Army, Washington, DC 20310; Staff Judge Advocate Offices at Army commands, installations, and activities; addresses are listed in the Army inventory of system notices.

Categories of individuals covered by the system:

Active duty or retired military personnel and/or their dependents.

Categories of records in the system:

Individual's name, grade/rank, SSN, organization, and details of problem/incident/matter on which legal assistance is sought. Records may be in the form of correspondence, memoranda, opinions of legal assistance officers, and may include interviews, summary of problems considered, advice rendered, referrals made, and documents created as a result of assistance provided.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To respond to inquiries and settle issues; for management and statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None authorized.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By client's surname.

Safeguards:

Records are maintained in secured buildings, accessible only to designated authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Destroyed by shredding 1 year from the closing date of the case.

System manager(s) and address:

Chief, Legal Assistance Office, Office of The Judge Advocate General, HQDA (DAJA-LA), Washington, D.C. 20310; and the Staff Judge Advocates of organizations listed in the DOD directory.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records may inquire of either the System Manager or the Staff Judge Advocate of the installation or command where legal assistance was sought. Individual should furnish his/her full name, SSN, and any details that will assist in locating the record.

Record access procedures:

Access may be obtained by addressing a written inquiry as indicated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her attorney, Army records and reports.

Exemptions claimed for the system:

None.

A0403.01DAJA

System name:

US Army Claims Service Management Information System.

System location:

JACS-Z Ft Meade, MD 20755-5360. Segments exist at subordinate field operating agencies and at Staff Judge Advocate Offices at Army installations throughout the world.

Categories of individuals covered by the system:

Individuals, corporations, associations, countries, states, territories, political subdivisions presenting a claim against the United States.

Categories of records in the system:

Name of claimant, claim file number, type of claim presented, reports of investigation, witness statements, police reports, photographs, diagrams, bills, estimates, expert opinions, medical records and similar reports, copy of correspondence with claimant, potential claimants, third parties, and insurers of claimants or third parties, copies of finance vouchers evidencing payment of claims, and similar relevant information.

Authority for maintenance of the system:

10 U.S.C., sections 939, 2733, 2734, 2734a, 2734b, 2737; 28 U.S.C., sections 2671-2680; 31 U.S.C, sections 3711 and 3721; 32 U.S.C., section 715; E.O. 9397.

Purpose(s):

To develop and preserve all relevant evidence about incidents which generate claims against the Army. Evidence developed is used as a legal basis to support the settlement of claims. Data are also used as a management tool to supervise claims operations at subordinate commands world-wide.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Internal Revenue Service for tax purposes;

(2) Department of Justice for assistance to deciding disposition of claims filed against the Government and for considering criminal prosecution, civil court action or regulatory orders;

(3) US Claims and the Court of Appeals for the Federal Circuit, to support legal actions, considerations or evidence to support proposed legislative or regulatory changes, for budgetary purposes, for quality control or assurance type studies, or to support action against a third party;

(4) Foreign governments, for use in settlements of claims under the North Atlantic Treaty Organization Status of Forces Agreement or similar international agreements;

(5) State governments for use in defending or prosecuting claim by the state or its representatives.

(6) To Department of Labor, for consideration in determining rights under Federal Employees Compensation Act or similar legislation;

(7) Civilian and Governmental medical experts for evaluation of medical aspects and records and related material;

(8) Office of Management and Budget for preparation of private relief bills for presentation to the Congress;

(9) Government contractors for use in defending or settling claims filed against them, including recovery actions, arising out of the performance of a Government contract;

(10) Federal and State workmen's compensation agencies for use in adjudicating claims.

(11) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards, paper records in file folders, computer disc.

Retrievability:

By last name.

Safeguards:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information, buildings housing records are locked after normal business hours.

Retention and disposal:

Destroyed 10 years after final action.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the Commander, US Army Claims Service, Ft Meade, MD 20755, furnishing full name, current address and telephone number, claim number if known, date and place of incident giving rise to the claim, and any other personal identifying data which would assist in determining location of the records.

Record access procedures:

Individuals seeking access to records about themselves in this system of records should write to the Commander, US Army Claims Service, Ft Meade, MD 20755-5360, furnishing information required by 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; investigative reports originating in the Department of the Army, Federal Bureau of Investigation, and/or foreign, State, or local law enforcement agencies; medical treatment facilities; Armed Forces Institute of Pathology; relevant records and reports in the Department of Defense.

Exemptions claimed for the system:

None.

A0403.06DAJA

System name:

Tort Claim Files.

System location:

HQDA(DAJA-LT), The Pentagon, Washington, DC 20310-2210.

Categories of individuals covered by the system:

Individuals who have filed a complaint against the US Army in the US District Court under the Federal Tort Claims Act.

Categories of records in the system:

Pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material, including claims investigation, reports and files involved in representing the US Army in the Federal Court System.

Authority for maintenance of the system:

28 U.S.C. 2671-2680.

Purpose(s):

To defend the Army in Civil suits filed against it in the Federal Court System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is disclosed to the Department of Justice and United States Attorneys' offices handling the particular case. Most of the information is filed in some manner in the courts in which the litigation is pending and therefore is a public record. In addition, some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in the Federal Reporter System under the name or style of the case and are available to individuals with access to a law library. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs.

Retrievability:

By claimant's surname and court docket number.

Safeguards:

Records are maintained in file cabinets within secured buildings and available only to designated authorized individuals who have official need thereof.

Retention and disposal:

Records are destroyed 10 years after final action on the case.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records and signature.

Record access procedures:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A0403.16DAJA

System name:

Army Property Claim Files.

System location:

HQDA(DAJA-LT), The Pentagon, Washington, DC 20310-2210.

Categories of individuals covered by the system:

Individuals who, having damaged Government property, were not subject to the collection activities of other agencies or organizations and therefore require litigation on behalf of the Department of the Army.

Categories of records in the system:

Copies of reports from the claim investigator, accident and police reports relating to damage, and pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material involved in representing the US Army.

Authority for maintenance of the system:

31 U.S.C. 3711.

Purpose(s):

To negotiate with, or to sue, as appropriate, the individual or entity, including insurance carriers, responsible for loss or damage of US Army property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Justice, U.S. Attorney, and opposing parties and their attorneys as deemed necessary in litigating property claims. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs.

Retrievability:

By individual's surname and court docket number.

Safeguards:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information. Buildings housing records are protected by security guards.

Retention and disposal:

Records at The Judge Advocate General's Office are destroyed 10 years after final action; i.e., completion of litigation or determination that case will not be prosecuted. Claims settled by local Staff Judge Advocates are destroyed 5 years after final action.

System manager(s) and address:

The Judge Advocate General, Headquarters, Army, Washington, DC 20310-2210.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports; Office of Personnel Management; Department of Justice, US Attorney, opposing counsel, and similar pertinent sources.

Exemptions claimed for the system:

None.

A0403.17DAJA

System name:

Medical Expense Claim Files.

System location:

Staff Judge Advocate Offices at Army commands, field operating agencies, installations and activities. A segment of the System is located at HQDA(DAJA-LT), The Pentagon, Washington, DC 20310-2210.

Categories of individuals covered by the system:

Individuals who have received medical treatment at the expense of the US Army as a result of a tortuous or negligent act of a third party; third parties causing medical care to be furnished to individuals entitled to medical care at Government expense.

Categories of records in the system:

Copies of medical and personnel records of individuals injured by a third party from whom the US Army is seeking to recover the costs of medical care furnished the injured party; accident and police reports relating to the injury; claims investigation files; correspondence with attorneys representing the Army's interest; court documents; and similar pertinent documents.

Authority for maintenance of the system:

42 U.S.C. 2651-2653; Executive Order 11060; 28 CFR Part 43.

Purpose(s):

To negotiate with the tortfeasor or an insurance carrier, or to sue the same to collect the value of medical care furnished the injured party.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Justice, appropriate US Attorneys, civilian attorneys representing the injured party who agree also to represent the US Army's claim, and opposing parties and their attorneys. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs.

Retrievability:

By individual's surname and court docket number.

Safeguards:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information. Buildings housing records are protected by security guards.

Retention and disposal:

Records at The Judge Advocate General's Office are destroyed 10 years after final action, i.e., completion of litigation or determination that case will not be prosecuted. Claims settled by local Staff Judge Advocates are destroyed 5 years after final action.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports; Office of Personnel Management; Department of Justice, US Attorneys, opposing counsel, and similar pertinent sources.

Exemptions claimed for the system:

None.

A0404.02DAJA

System name:

Courts-Martial Files.

System location:

US Army Legal Services Agency, Falls Church, VA 22041-5013; Washington National Records Center, Suitland, MD 20409; National Personnel Records Center, St Louis, MO 63132; and offices of Staff Judge Advocates of subordinate commands and installations.

Categories of individuals covered by the system:

All Army personnel tried by courts-martial.

Categories of records in the system:

Certain general and all special (BCD) courts-martial records of trial include a verbatim transcript of the trial and allied papers relating to the charged offenses and legal review of the case. General courts-martial examined pursuant to Article 69 and special (non-BCD) and summary courts-martial records of trial include only a summarized transcript of the trial as well as allied papers relating to the charged offenses, but do not necessarily include all records of review pursuant to Articles 69 or 73, Uniform Code of Military Justice. (See 'Retention and disposal' below.)

Authority for maintenance of the system:

10 U.S.C., sections 801-940 (Uniform Code of Military Justice).

Purpose(s):

This records system is maintained because a verbatim transcript of all general court-martial trials (except those examined pursuant to Article 69) and special court-martial trials in which a bad conduct discharge (BCD) was approved, and a summarized transcript of all other court-martial proceedings is required by law. Records of trail are required each office and individual responsible for reviewing the legality of the courts-martial findings and sentence, determining whether clemency consideration is warranted, and answering inquiries from offices and individuals concerning the status of a particular case. Statistical data obtained from records of trial are used in determining jurisdiction and Army-wide trends on disciplinary infractions in the Armed Forces and serve as a guide for officials responsible for making local and Army-wide policy decisions regarding military justice activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Courts-martial records reflect criminal proceedings ordinarily open to the public; therefore, they are normally releasable to the public pursuant to the Freedom of Information Act.

Information from these records may be disclosed to the Department of Justice, the Veterans Administration, and Federal, State, and local law enforcement agencies for determination of rights and entitlements of the individuals concerned and for use in the enforcement of criminal of civil law.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Papers in file folders; index cards; computer disk-packs; courts-martial coding sheets.

Retrievability:

By individual's name and Social Security Number; by court-martial number assigned to the case.

Safeguards:

All records are protected by systems of personnel screening and hand receipts. During non-duty hours, military police or contract guard patrols ensure protection against unauthorized access.

Retention and disposal:

With respect to each court-martial, there is an original record and from 1 to 4 copies. One copy is given to the accused and the remaining copies are used in the review of the case for legal sufficiency. The original record is disposed of as follows:

All records of trial by general courts-martial and those special courts-martial records in wht discharge (BCD) was approved are retained in the Office of the Clerk of the Court, US Army Judiciary, for 1-2 years after completion of appellate review. Thereafter, the records are forwarded to the Washington National Records Center, Suitland, MD for permanent storage. Records of trial by special courts-martial (non-BCD) and summary courts-martial are retained in the staff judge advocate office of the general courts-martial authority for 1 year after completion of supervisory review and thereafter for 2 years in the records holding area or overseas records center. Records are then sent to the National Personnel Records Center (Military Records), St Louis, MO 63132, where they are retained for 7 years. Thereafter, the records are destroyed and the remaining evidence of conviction is the special (non-BCD) and summary courts-martial promulgating orders maintained in the individual's permanent records and any review(s) of the cases conducted pursuant to Article(s) 69 or 73, UCMJ. The original reviews of special (non-BCD) and summary courts-martial cases and a copy of all other reviews pursuant to Articles 69 or 73, UCMJ are maintained for 3 years in the office of the Chief, Examination and New Trials, US Army Judiciary, Falls Church, VA. They are retained an additional 7 years at the Washington National Records Center, Suitland, MD and destroyed. Statistical data obtained from general and special (BCD) courts-martial records are maintained permanently on some of the master index cards which serve as a means of listing records of trail sent to storage.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

Notification procedure:

Requests from individuals as to whether there are any general or special (BCD) courts-martial records in the system pertaining to them should be addressed to the Clerk of the Court (JALS-CC), US Army Judiciary, Nassif Building, Falls Church, VA 22041-5013. Requests for information as to special (non-BCD) and summary courts-martial records should be addressed to the staff judge advocate of the command where the record was reviewed or, if no longer there, to the National Personnel Records Center (Military Records), 9700 Page Boulevard, St Louis, MO 63132.

Requests for information concerning reviews pursuant to Articles 69 or 73, UCMJ, should be addressed to the Chief, Examination and New Trials Division, US Army Judiciary, Nassif Building, Falls Church, VA 22041-5013. Written requests should include individual's full name, SSN, the record file number if available, and any other personal information which would assist in locating the records. Personal visits may be made to the Office of the Clerk of the Court or Chief, Examination, and New Trials Division; individual must provide identification such as a valid driver's license or verbal information sufficient to permit locating the record.

Record access procedures:

Requests for access should be submitted as specified under 'notification procedure' above. Requests should be directed to the Clerk of the Court (JALS-CC), US Army Judiciary, Nassif Building, Falls Church, VA 22041-5013 if the type of courts-martial or reviewing command is unknown.

Contesting record procedures:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Information from almost any source may be included in the record if it is relevant and material to courts-martial proceedings.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (d)(2), (d)(3), (d)(4), (e)(2), (e)(3), (e)(4)(H), and (g). The rules exempting this system are set forth in 32 CFR Part 505.9.

A0405.02DAJA

System name:

Foreign Jurisdiction Case Files.

System location:

Office of The Judge Advocate General, Headquarters, Department of the Army, International Affairs Division, Washington, DC 20310. (Copy of record will exist for shorter periods in Office of the Staff Judge Advocate at the command where case originated.)

Categories of individuals covered by the system:

Members of the US Army; civilians employed by, serving with, or accompanying the US Army abroad; and dependents of such individuals who have been subject to the exercise of civil or criminal jurisdiction by foreign courts or foreign administrative agencies and/or sentenced to unsuspended confinement.

Categories of records in the system:

Individual case reports concerning the exercise of jurisdiction by foreign tribunals, trial observor reports, requests for provision of counsel, records of trials, requests for local authorities to refrain from exercising their jurisdiction; communications with other lawyers, officials within the Department of the Army and/or Defense, diplomatic missions; other selected relevant documents.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To monitor development and status of each individual case to ensure that all rights and protections to which US personnel abroad and their dependents are entitled under pertinent international agreements are accorded such personnel; to obtain information to answer queries regarding the status and disposition of individual cases involving the exercise of civil or criminal jurisdiction by foreign courts or foreign administrative agencies to render management and statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in secured buildings, accessible only to designated authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Individual case files are retained for 30 years following completion of the case. Consolidated and summary reports are permanent records at the Office of The Judge Advocate General.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of The Army Washington, DC 20310

Notification procedure:

Individuals desiring to know whether or not information on them is maintained in this system of records may inquire of either the System Manager or the Staff Judge Advocate of the installation or command where legal assistance was sought. Individual must furnish full name, current address and telephone number, case number and office symbol appearing on official correspondence concerning the matter, any other identifying information, and signature.

Record access procedures:

Access may be obtained by addressing a written inquiry as indicated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her attorney, foreign government agencies, Department of State, law enforcement jurisdictions, relevant Army records and reports.

Exemptions claimed for the system:

None.

A0406.01USAREUR

System name:

Civil Process Case Files.

System location:

Office of the Judge Advocate, Headquarters, US Army, Europe and Seventh Army, APO New York 09403; segments exist at other Army Judge Advocate Offices in the Federal Republic of Germany.

Categories of individuals covered by the system:

Military members of the Armed Forces, civilian employees of the US Government, and their dependents upon whom service is made of documents issued by German civil courts, customs and taxing agencies, and other administrative agencies.

Categories of records in the system:

Documents from German authorities regarding payment orders, execution orders, demands for payment of indebtedness, notifications to establish civil liability, customs and tax demans, assessing fines and penalties, demands for court costs or for costs for administrative proceedings, summonses and subpoenas, paternity notices, complaints, judgments, briefs, final and interlocutory orders, orders of confiscation, notices, and other judicial or administrative writs; correspondence between US Government authorities and the Federal Republic of Germany; identifying data on individuals concerned; and similar relevant documents and reports.

Authority for maintenance of the system:

10 U.S.C. 3012; North Atlantic Treaty Organization Status of Forces Agreement.

Purpose(s):

To ensure that US Forces obligations under the North Atlantic Treaty Organization Status of Forces Agreement are honored and the rights of US Government employees are protected by making legal assistance available.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to foreign law enforcement or investigatory or administrative authorities, to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements regulating the stationing and status in Federal Republic of Germany of Defense military and civilian personnel. Information disclosed to authorities of the Federal Republic of Germany may be further disclosed by them to claimants, creditors or their attorneys.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in steel filing cabinets.

Retrievability:

By individual's surname.

Safeguards:

All information is maintained in areas accessible only to designated individuals having official need therefor in the performance of their duties. Records are housed in buildings protected by military police or security guards.

Retention and disposal:

Paper records are destroyed 2 years after completion of case; card files are retained indefinitely.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the Office of the Judge Advocate General, Headquarters, US Army Europe and Seventh Army, ATTN: Chief, International Affairs Division, APO New York 09403. Individuals must furnish their full name, rank/grade, service number, sufficient details to permit locating the records, and signature.

Record access procedures:

Personnel desiring access to information about themselves should write as indicated in 'Notification procedure', furnishing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; German authorities; Army records and reports.

Exemptions claimed for the system:

None.

A0406.08DAJA

System name:

Patent, Copyright, Trademark, and Proprietary Data Files.

System location:

(1) Primary: JALS-PC, Nassif Building, Falls Church, VA 22041-5013.

(2) Secondary: Office of the Staff Judge Advocate at major Army commands, field operating agencies, and installations; addresses are listed in the Appendix to the Army inventory of system notices.

Categories of individuals covered by the system:

Individuals who have submitted inventions to the Government; inventors with patents or applications for patents procured on behalf of the Department of the Army or in which the Government has an interest; authors of copyrightable or copyrighted material in which the Government has an interest; and Government employees to whom copyright assistance has been rendered.

Categories of records in the system:

Documents relating to: Disposition of rights in Government employees' inventions; foreign patent filings; licensing of Government-owned patents, copyrights, and service marks; Government interest in or under patents, applications for patent, and copyrights procured on behalf of the Department of the Army; and invention disclosures including drawings, patentability search reports, evaluation reports, applications, amendments, petitions, appeals, interferences, licenses, assignments, other instruments, and relevant correspondence.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To determine the rights in Government employee inventions, and to maintain evidence and record of: Documents used in filing for foreign patents; invention disclosures submitted to the Department of the Army; patents and applications for patent procured on behalf of the Army or in which the Army has an interest; patent and copyright licensing and assignments; and copyright assistance rendered.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information from the system may be disclosed to the U.S. Patent and Trademark Office, Department of Commerce, and/or to the Copyright Office, Library of Congress.

(2) In the event of legal proceedings and litigation, information may be disclosed to the Civil Division, Department of Justice.

(3) For foreign patent filings, records are presented to the Director of Patent Department of National Defense Defense in Ottawa, Ontario, Canada.

(4) Parties to a licensing arrangement have access to the specific files involved.

(5) Concerned contractors and/or Government agencies have access in order to conduct patent investigations and evaluations. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in buildings protected by security guards, and are accessible only to authorized persons having need therefor in the performance of official duties.

Retention and disposal: At the primary location: Records pertaining to patent matters are retained for 20 to 25 years depending on the specific case; those concerning copyright matters are retained either for 56 years or on expiration of copyright not renewed, after which they are destroyed by shredding. Records at the secondary location are destroyed after 2 years.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310; senior patent attorney at each secondary location.

Notification procedure:

Individuals desiring to know whether or not information on them exists in the system of records may write to the system location, furnishing full name, current address and telephone number, the case number or other identifying information on correspondence emanating from the Army.

Record access procedures:

Individuals desiring access to their records in this system should write to the System Manager, furnishing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records, the Government agency interested in the invention or copyright, research material in libraries, the Patent and Trademark Office, and/or the Copyright Office.

Exemptions claimed for the system:

None.

A0408.01DAJA

System name:

Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files.

System location:

Office of the Judge Advocate General, Department of the Army, Patents, Copyrights, and Trademarks Division, Nassif Building, 5611 Columbia Pike, Falls Church, VA 22041-5013.

Segments of this System may exist at the Office, Chief of Engineers; the headquarters, U.S. Army Materiel Command and/or its major subordinate field commands.

Categories of individuals covered by the system:

Claimants or defendants in administrative proceedings or litigation with the Government for improper use, infringement, enforcement of agreements, or comparable claims concerning patents or copyrights; individuals having copyrights in material in which the Department of the Army is interested; individuals who own patents which they offer to license to Department of the Army; individuals seeking private relief before the Congress because of right in inventions, patents, copyrights, or data licenses.

Categories of records in the system:

Documents relating to the administrative assertion of claims by and against the Government and to litigation with the Government for alleged misuse of patents, copyrights, trademarks, and data, including inquiries, investigations, settlements, communications with claimants or defendants, and related correspondence; documents relating to advice and assistance provided in obtaining licenses for Department of the Army use of copyright material; documents relating to the investigation and disposition of patent license offers; documents relating to investigations in connection with processing proposed legislation or bills for private relief of individuals because of right of individuals in inventions, patents, copyrights, or data, including reports of investigations, comments or recommendations, and related correspondence.

Authority for maintenance of the system:

5 U.S.C., section 301.

Purpose(s):

To maintain evidence and record of claims and litigation involving Department of the Army concerning patents, trademarks, copyrights, and data; to maintain evidence and record of Department of the Army attempts to use copyrighted material and to receive the copyright owner's permission for such use; to maintain record and evidence of patent license offers received and investigations and reports pursuant thereto; and to maintain record and evidence of investigations of proposed legislation or bills for private relief.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Government agencies involved in the claims or litigation and the Civil Division, Department of Justice, have access to the records to determine the validity of allegations and to properly prosecute or defend the case; Government agencies potentially interested have access to the records of offered licenses to determine actual interest; Congress receives reports on Department of the Army's position on particular bills for private relief.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only by authorized personnel who are properly instructed in the permissible use of information therein.

Retention and disposal:

Destroyed after 25, 30 or 35 years depending on the specific case.

System manager(s) and address:

The Judge Advocate General, Headquarters Department of the Army, Washington, DC 20310-2200.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this System of records may write to the System Manager, furnishing their full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records on themselves should submit their request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, the Army organizational element interested in the copyrighted material or offered license, employment records, pertinent Government patent files, Department of Justice and/or the Government agencies involved in the claims or litigation.

Exemptions claimed for the system:

None.

A0410.01DAJA

System name:

Litigation Case Files.

System location:

Office of The Judge Advocate General, Litigation Division, Headquarters, Department of the Army (HQDA), legal offices of other HQDA staff agencies, field operating agencies, major commands, and installations.

Categories of individuals covered by the system:

Any individual who has filed a complaint against the US Army or its personnel in the Federal Civil Court System; military and civilian personnel in the Department of the Army who are named individually as defendants in civil litigation initiated by or against the Army.

Categories of records in the system:

Pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied materials involved in representing the US Army in the Federal Court System.

Authority for maintenance of the system:

5 U.S.C., section 301.

Purpose(s):

To defend the Army in civil suits filed against it in the Federal Court System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is disclosed to the Department of Justice and US Attorneys' offices handling a particular case. Most of the information is filed in some manner in the courts in which the litigation is pending and therefore is a public record. In addition, some of the information will appear in the written orders, opinions, and decisions of the courts which, in turn, are published in Federal Reporter System under the name or style of the case and are available to individuals with access to a law library.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs.

Retrievability:

By individual's surname and court docket numbers.

Safeguards:

Records are maintained in file cabinets within secured buildings and available only to designated authorized individuals who have official need therefor.

Retention and disposal:

Records at The Judge Advocate General's Office and the Chief of Engineers' office (for civil works) are destroyed after 30 years, except that those cases determined to have precedential, policy, or otherwise significant, value are permanent. Records in other legal offices are destroyed 6 years after completion of litigation.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310-2210.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to The Judge Advocate General or the Chief of Engineers (for civil works cases), at the above address. Requester should provide full name, current address and telephone number, case number that appeared on documentation, any other information that will assist in locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write to the official listed under 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Department of the Army records.

Exemptions claimed for the system:

None.

A0411.03OSA

System name:

Congressional Inquiry File.

System location:

Office, Chief of Legislative Liaison, Office, Secretary of the Army, The Pentagon, Washington, DC 20310.

A segment of this system may exist at Department of the Army staff agencies, field operating agencies, major commands, installations and activities.

Categories of individuals covered by the system:

Any citizen who writes to a Member of Congress and is so identified by that member in his/her request to the department of the Army for information related to the citizen's request.

Categories of records in the system:

Individual's request to the Member of Congress, the Member's inquiry to the Army, the Army's response, and relevant supporting documents.

Authority for maintenance of the system:

10 U.S.C., section 1034.

Purpose(s):

To conduct necessary research and/or investigations so as to provide information responsive to Congressional inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfilm records in an automatic retrieval device.

Retrievability:

Coded by Congressman and individual's name.

Safeguards:

Records are maintained in areas accessible only to authorized persons having official need therefor in the performance of their duties.

Retention and disposal:

In the Office, Chief of Legislative Liaison, OSA, records are destroyed after 5 years. In other offices of legislative coordination and control at Army Staff level and at headquarters of major and subordinate commands, records are destroyed after 3 years; at lower echelons, records are destroyed after 2 years.

System manager(s) and address:

Chief of Legislative Liaison, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System manager or to the legislative liaison and control officer at the Army Staff or field office known to have the record. Individual must provide full name, current address and telephone number, and sufficient detail to permit locating the record.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appeontents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual Member of Congress; Army records and reports.

Exemptions claimed for the system:

None.

A0411.05OSA

System name:

Biographies: Members of Congress.

System location:

Chief of Legislative Liaison, Office of the Secretary of The Army, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Current Members of the U.S. Congress.

Categories of records in the system:

Biographical information on members of the Congress, their voting trends, and committee memberships.

Authority for maintenance of the system:

10 U.S.C., section 1034.

Purpose(s):

To provide background information on Members of Congress before whom Army representatives may be testifying or for whom escorts may be provided, to familiarize them with the members' attitudes and relationships with the Department of Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in looseleaf binders.

Retrievability:

By last name of Member of Congress.

Safeguards:

Records are maintained in secured areas accessible only to authorized personnel.

Retention and disposal:

Records are retained only for the tenure of the Member of Congress.

System manager(s) and address:

Chief of Legislative Liaison, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the System Manager. Requestor should identify the full name and State or representation of the Member of Congress.

Record access procedures:

Information may be accessed by writing to the System manager, furnishing information specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Official public records such as the Congressional Record, Congressional Quarterly Weekly Report, official transcripts of unclassified committee hearings, and the Congressional Staff Directory.

Exemptions claimed for the system:

None.

A0412.01MDW

System name:

State, Official, and Special Military Funeral Plans.

System location:

Office of Ceremonies and Special Events, US Army Military District of Washington, Ft McNair, Washington, DC 20319. Segments of the system may exist at DOD commands and installations supporting State, Official, and Special Military Funerals.

Categories of individuals covered by the system:

Government officials or service-connected persons and dependent family members who are authorized a State, Official or Special Military funeral.

Categories of records in the system:

Letters, memoranda, maps, diagrams, ceremonial plans, and similar relevant documents for military honors and/or funeral support for only those authorized individuals who have requested special arrangements for their funeral ceremony.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To maintain funeral plans or requests by specifically authorized individuals who have requested special arrangements for their funeral ceremony; to facilitate coordination of military support for State, Official, or Special Military funerals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to other Government or State authorities as determined by the System Manager.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

By individual's name.

Safeguards:

Records are maintained in safes and are accessible only to authorized personnel who have official need therefor in performance of their duties.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commander, US Army Military District of Washington, Ft McNair, Washington, DC 20319.

Notification procedure:

Information may be obtained from the Director, Ceremonies and Special Events, US Army Military District of Washington, Ft Leslie J. McNair, Washington, DC 20319.

Record access procedures:

Requests from the individual or designated representative should be made in person or addressed to the System Manager, ATTN: Director, Ceremonies and Special Events.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories:

Information obtained from the individual or designated representative.

Exemptions claimed for the system:

None.

A0412.07DAJA

System name:

Witness Appearance Files.

System location:

Office of The Judge Advocate General, Headquarters, Department of the Army, Litigation Division, Washington, DC 20310-2210.

Categories of individuals covered by the system:

Witnesses requested by the United States Attorneys for Federal Court proceedings.

Categories of records in the system:

Name and address of witnesses, name and address of U.S. Attorneys requesting same; name and location of trial.

Authority for maintenance of the system:

5 U.S.C., section 301.

Purpose(s):

To locate and provide witnesses to U.S. Attorneys conducting trials on behalf of the Department of the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and magnetic tapes/discs.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only to authorized personnel who are properly instructed in the permissible use thereof; buildings housing records are protected by security guards.

Retention and disposal:

Destroyed after 2 years.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, Washington, DC 20310-2210.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: Chief, Litigation Division, at the above address. Individual should provide his/her full name, current address and telephone number, case number appearing on correspondence, and any other personal identifying data that will assist in locating the record.

Record access procedures:

Individuals desiring access to records in this system about themselves should submit a written request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records and reports, Department of Justice, U.S. Attorneys, opposing Counsel, and similar pertinent sources.

Exemptions claimed for the system:

None.

A0412.14OSA

System name:

Biography Files.

System location:

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310 and their field operating agencies at Los Angeles, CA; Washington, DC; and Kansas City, MO; public affairs offices of Army Staff agencies, field operating agencies, major commands, installations and activities.

Categories of individuals covered by the system:

Leading Department of the Army military and civilian personnel and other important personalities.

Categories of records in the system:

Biographical material including photographs, newspaper clippings, speeches, and related documents. Name, position/rank/grade, SSN, summary of service, and outstanding achievements may also be included.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To respond to queries from the press and Army agencies/commands relating to individuals concerned.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessed only by designated officials having need therefor in the performance of their assigned duties. Storage areas are locked during non-duty hours.

Retention and disposal:

Records are retained as long as individual seems likely to be a recurring subject of press interest.

System manager(s) and address:

Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by writing to the public affairs officer in the organization to which the individual is or was assigned or employed. Individual should provide his/her full name, current address and telephone number, and signature.

Record access procedures:

Requests should be addressed as indicated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; clippings from published media; published biographical data from Army records and reports.

Exemptions claimed for the system:

None.

A0501.02bDACF

System name:

Vendor Misconduct/Fraud/Mismanagement Information Exchange Program.

System location:

Primary System is located at the US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA. Segments exist at Army activities and nonappropriated fund instrumentalities, the addresses of which may be obtained from the System Manager.

Categories of individuals covered by the system:

Individuals who are identified in reports of vendor misconduct, fraud, or mismanagement.

Categories of records in the system:

Names of individuals; companies represented; reports of misconduct, fraud or mismanagement in procurement efforts concerning military installations/activities, similar relevant documents and reports.

Authority for maintenance of the system:

10 U.S.C., section 3012(g).

Purpose(s):

To provide management officials of nonappropriated fund activities and commissaries with timely and useful information regarding incidents of vendor misconduct, fraud, and/or mismanagement and of individuals involved in such incidents through the collection, exchange and dissemination of relevant information to DOD components so as to permit informed responsible procurement decisions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name of individual, vendor, or company.

Safeguards:

Records are maintained in combination lock file safes when not under personal supervision of responsible officials.

Retention and disposal:

Destroyed two years after final determination is rendered on case.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System Manager, providing their full name, name of company, current address and telephone number, sufficient detail concerning incident or event to facilitate locating the record, and signature.

Record access procedures:

Individuals do records about themselves should should address an inquiry as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Copies of reports of audits, inspections, administrative investigations (e.g., AR 15-6); summaries of criminal reports issued pursuant to Defense Acquisition Regulation 1-608 received from Army Staff agencies, major Army commands, or the Army and Air Force Exchange Service, and/or Department of Defense agencies.

Exemptions claimed for the system:

None.

A0501.08eUSACIDC

System name:

Informant Register.

System location:

Primary System is at Headquarters, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041. Segments of the system exist at subordinate elements of the US Army Criminal Investigation Command which exercise local administrative and technical control of informants.

Categories of individuals covered by the system:

All individuals, civilian or military, who are used as informants by the US Army Criminal Investigation Command.

Categories of records in the system:

Files contain cross indexed code numbers; name, race, military occupational specialty, sex, date and place of birth, home of record, educational level, area of utilization, civilian employment, handler, letters, vouchers, personal history, performance, citizenship, marital status, physical description, criminal history, expertise, talents, actions taken, and other related personal data.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To monitor performance and reliability; to check utilization of informants; to maintain an accounting of expenditures connected with the informant; to answer Congressional inquiries concerning misuse or mistreatment of informants or those who allege they are not informants; to document fear-of-life transfers for military informants.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices. In addition, information may be disclosed to foreign countries under the provisions of Status of Forces Agreements or Treaties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files and paper records in file folders.

Retrievability:

By individual's name, code number, or MOS.

Safeguards:

All information is stored in locked containers within secured buildings; information is accessible only by designated officials having need therefor in the performance of official duties.

Retention and disposal:

Records concerning Level I Drug Suppression Team informants are maintained for 10 years after termination of informant's service; information concerning other informants is retained for 5 years at HQ US Army Criminal Investigation Command; for three years at other locations of USACIDC. Destruction is by shredding.

System manager(s) and address:

Commander, Headquarters, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Information may be obtained from the System Manager. Requests from individuals should contain individual's full name, current address, date of birth, and signature.

Record access procedures:

Individuals desiring access to information concerning themselves in this system of records must write to the System Manager, furnishing information specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the military personnel records if the informant is military, or the civilian personnel records if informant is a civilian employee.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 USC 552a(j)(2) are exempt from the provisions of 5 USC 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), (g).

A0501.10DAMI

System name:

Counterintelligence Research File System.

System location:

Counterintelligence and Security Division, Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Individuals who have come to the attention of the US Army counterintelligence community during the course of intelligence operations or normal mission requirements.

Categories of records in the system:

File contains reports used by the US intelligence community and, in some cases, photographs of the individual. File is random in structure and personalities are coded for retrieval by a computerized index.

Authority for maintenance of the system:

Executive Order 10450.

Purpose(s):

To assist the Counterintelligence Desk Analyst in compiling an historical record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None authorized.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilmed reels in cassettes and indexed on computer diskpack.

Retrievability:

Microfilmed in random order. Retrieved by personality name via computer index which identifies the reel and document location containing the requested name.

Safeguards:

Building protected by security guards and storage point electronically monitored for illegal entry. Computerized index is access controlled by a code word that is issued only to properly screened, cleared and trained personnel. Code word is presently held only by the Assistant Chief of Staff for Intelligence and issued only to the team of a group conducting a screening operation of the CIRFS.

Retention and disposal:

Records are permanent. They are photographed onto microfilm and the original document destroyed. The file is presently being screened for identification of documents no longer needed and selare being destroyed at the troyed at the direction of the Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/3.

Record access procedures:

Requests from individuals should be addressed to the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual should furnish acceptable identification and verbal information that can be verified from his/her file card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From investigative reports of the Defense Investigative Service, US Army Intelligence and Security Command, other Federal and Department of Defense investigative and law enforcement agencies.

Exemptions claimed for the system:

All portions of this System of records which fall within 5 U.S.C. 552a (k)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0502.03aDAMI

System name:

Intelligence Collection Files.

System location:

US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized segments located at US Army Intelligence and Security Command groups, field stations, battalions, detachments, field offices and resident offices stationed worldwide.

Categories of individuals covered by the system:

Any individual who is qualified and may be accepted for sensitive intelligence duties with the US Army.

Categories of records in the system:

Files contain documents which describe the requirements, the objectives, the approvals, the implementation, the reports, and the results of Department of the Army sensitive intelligence activities.

Authority for maintenance of the system:

Executive Order 10450, paragraphs 2,3,4,5,6,7,8,9 and 14; 10 U.S.C., section 3012 (b)(c)(g); National Security Act of 1947, as amended.

Purpose(s):

To support contingency planning and military operations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information is used by The Federal Bureau of Investigation and the Central Intelligence Agency for Counterintelligence; within the continental United States for the FBI and outside the United States for the CIA.

(2) Information may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel and other countries where there are routine reciprocal exchanges of information.

(3) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and visible, vertical card files; automated records on disc with video display of individual source records on cathode ray tube.

Retrievability:

Alphabetically by last name, numerically by source and numerically by project number.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly cleared, and have a need-to-know for the information. Automated media are protected by authorized code word for access to system, controlled access to operations rooms, and controlled input distribution.

Retention and disposal:

Records are permanent and retained in active file until no longer needed; then retired to the Investigative Records Repository, US Army Intelligence and Security Commmand, Ft Meade, MD 20755.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: Area Code 301/377-4742/4743.

Record access procedures:

Requests should be addressed to the Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual must furnish acceptable identification and verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individual investigative reports of Defense Investigative Service, US Army Intelligence and Security Command, and other Federal and DOD investigative and law enforcement agencies.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0502.03bDAMI

System name:

Technical Surveillance Index.

System location:

Decentralized locations at Investigative Records Repository, Headquarters, US Army Intelligence and Security Command, Ft Meade, MD; Systems Division, Office of the Deputy Chief of Staff, Intelligence, HQ, US Army Europe and Seventh Army, Heidelberg, Germany; Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon; and Crimes Records Center, Ft Holabird, MD.

Categories of individuals covered by the system:

Persons whose conversations have been intercepted during technical surveillance operations conducted by, or on behalf o the Army.

Categories of records in the system:

Individual's name and citizenship, any associated telephone number or radio call sign; location, date, and time of the surveillance activity, and the source document.

Authority for maintenance of the system:

18 U.S.C., sections 2510-2520 and 3504.

Purpose(s):

To assist the Counterintelligence Officer in compiling a total investigative record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None authorized.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes and paper records.

Retrievability:

US Army Europe and Seventh Army segmentized retrieval system of name, address, telephone number or case designation. Other segments are retrieved manually by name, address, telephone number or case designation.

Safeguards:

Access to buildings is controlled by security guards. Records are maintained in General Services Administration approved security containers, physically separated from other materials, and are accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are permanent.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, ATTN: DAMI-CIS The Pentagon, Washington, DC 20310; telephone: 202/697-7993.

Record access procedures:

Requests should be addressed to the appropriate decentralized repository. Written requests should contain the full name of the individual, current address, and telephone number.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the Army and other investigative agencies.

Exemptions claimed for the system: All portions of this system of records which fall within 5 U.S.C. 552a (K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I).

A0502.08DAMI

System name:

Badge and Credential Files.

System location:

US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized Segments exist at US Army Intelligence and Security Command groups, field stations, battalions, detachments, field or resident offices having assigned personnel who possess Military Intelligence badges and credentials.

Categories of individuals covered by the system:

Individuals who currently possess or in the past possessed Military Intelligence badge and credential.

Categories of records in the system:

Card file contains the name, SSN, rank, and badge and credential number of each person who has been issued Military Intelligence badge and credential. This card file is an index to a numerical filing system consisting of envelopes having a badge and credential status and Control Card (MIA Form 70) attached which contains the name of the individual, badge and credential number, component (military or civilian), military occupational specialty, clearance of civilian, authority for issue, and comments which indicate the history of the badge and credential keyed to the individuals having been assigned the badge and credential.

Authority for maintenance of the system:

Executive Order 10450, sections 2,3,4,5,6,7,8,9, and 14; 10 U.S.C., section 3012(b)(c)(d) and (g); National Security Act of 1947, as amended.

Purpose(s):

To maintain control and accountability over Military Intelligence badges and credentials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to Federal investigative and/or intelligence agencies to ascertain if an individual legally possesses badges and credentials. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files.

Retrievability:

Alphabetically by last name of possessor of badge and credential.

Safeguards:

Primary system is maintained in buildings employing security guards. Records are maintained in area accessible only to authorized personnel who are properly cleared and trained.

Retention and disposal:

Records are maintained indefinitely. Destruction is authorized by Central Custodian of the badge and credential.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/4743.

Record access procedures:

Requests should be addressed to the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual should furnish acceptable identification and verbal information that can be verified from his/her file card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

US Army personnel and security records and US Army Orders.

Exemptions claimed for the system:

None.

A0502.10aDAMI

System name:

USAINSCOM Investigative Files System.

System location:

US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized Segments are located at US Army Intelligence and Security Command groups, field stations, battalions, detachments, and field offices stationed worldwide.

Categories of individuals covered by the system:

Military personnel of the US Army, including active duty, National Guard, reservists and retirees; civilian employees of the Department of the Army, including contract, temporary, part-time, advisory, and volunteer, citizen and alien employees located both in the US and in overseas areas; industrial or contractor personnel who are civilians working in private industry for firms which have contracts involving access to classified Department of Defense information; aliens granted limited access authorization to US Defense information; DOD alien personnel investigated for visa purposes; individuals about whom there is a reasonable basis to believe that they are engaged in, or plan to engage in, activities such as (1) theft, destruction, or sabotage of ammunition, equipment, facilities, or records belonging to DOD units or installations, (2) possible compromise of classified defense information by unauthorized disclosure or by espionage, (3) subversion of loyalty, discipline or morale of Department of Army military or civilian personnel by actively encouraging violation of lawful orders and regulations or disruption of military activities, (4) demonstrations on active or reserve Army installations or immediately adjacent thereto which are of such character that they are likely to interfere with the conduct of military operations, (5) direct threats to DOD military or civilian employees regarding their official duties or to other persons authorized protection by DOD resources, and (6) activities or demonstrations endangering classified defense contract facilities or key defense facilities of the Panama Canal approved by Headquarters, Department of the Army; certain non-DOD affiliated persons whose activities involve them with the DOD, namely, activities involving requests for admission to DOD facilities or requests for certain information regarding DOD personnel, activities, or facilities; persons formerly affiliated with the DOD; persons who applied for or are/were being considered for employment with or access to DOD such as applicants for military service, pre-inductees and prospective contractors; visa applicants, individuals residing on, having authorized official access to, or conducting or operating any business or other function at any DOD installation and facility; and US Army Intelligence and Security Command sources.

Categories of records in the system:

(1) Requests for investigation and attachments thereto such as personal history statements; fingerprint cards; personnel security questionnaire; waivers for release of credit; medical and/or educational records; and National Agency check requests.

(2) Investigations conducted by US Army Intelligence and Security Command or other DOD, Federal, State or local investigative agency to include: National Agency checks; local agency checks; military records; birth records; employment records; education records; credit records; interviews of education, employment, and credit references; interviews of listed and developed character references; interviews of neighbors; documents which succinctly summarize information in subject's investigative file; case summaries prepared by both investigative control offices and requesters of investigation interrogation reports; correspondence pertaining to the investigation or its adjudication by clearance authority to include; (1) information which reflects the chronology of the investigation and adjudications regarding the future status of the subject, (2) actions of security/loyalty review boards, (3) final actions/determinations made regarding the subject, and (4) security clearance, limited access authorization, or security determination; index tracing reference which contains aliases and the names of the subject and names of co-subjects; US Army Intelligence and Security Command form indicating dossier has been reviewed and all material therein conforms to Department of Defense policy regarding retention criteria; US Army Intelligence and Security Command form to indicate material has been removed and forwarded to the Defense Investigative Service; security termination statements; notification of denial, suspension, or revocation of clearance; record of US Army Intelligence and Security Command agent case assignments; reports of casualty, biographic data concerning Army personnel who are missing or captured; cross reference sheets which indicate the removal of investigative documents requiring limited access.

(3) Case control documents that serve as the basis for conducting the investigation. This includes documents requesting the investigation; background data such as personal history statement, fingerprint cards, National Agency check requests, and release statments; and documents used in case management and control such as lead sheets, other field tasking documents, and transfer forms.

(4) Card index of personnel investigations/operations which are under controlled access, to include US Army Intelligence and Security Command personnel, file procurement officers, and sensitive counter-espionage, counter-sabotage, and counter-subversion investigations and/or operations.

(5) Accession file maintained to keep record of all persons and agencies authorized to receive Investigative Records Repository (IRR) Files.

(6) Microfilm index and catalogue file, which is an index to all investigative holdings contained in microfilmed investigative records.

(7) Investigative index card file record system maintained to keep a permanent record of all dossiers charged out of US Army Intelligence and Security Command on loan to user agencies or on permanent transfer to Defense Investigative Service.

(8) Document account record or dossiers of their reproductions or microfiche files forwarded from and returned to US Army Intelligence and Security Command.

(9) File containing a record of all favorable IRR dossiers destroyed because no action has transpired in the file within the past 15 years. File consists of either the last clearance certificate contained in the dossier or, if no clearance certificate exists, a summary card containing the name of the individual, his/her date and place of birth, his/her SSN, or Army service number, date and type of investigation, and the name of the agency which conducted the investigation.

(10) Records accounting for the disclosure of US Army Intelligence and Security Command investigative material made outside the US Army.

(11) Card file containing a summary of all actions taken by the US Army Intelligence and Security Command in the conduct of security adjudication.

Authority for maintenance of the system:

Executive Order 10450, Sections 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012(b)(c)(g); National Security Act of 1947, as amended; Executive Order 11652, Sections 1,2,3,4,5,6,7,8,9,10 and 12; E.O. 9397.

Purpose(s):

To provide information to assess an individual's acceptability for assignment to or retention in sensitive positions consistent with the interest of national security; to provide authorized protective service; and to conduct counterintelligence and limited reciprocal investigations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Accredited Federal criminal and civil law enforcement agencies including those responsible for conducting their own investigations as to suitability for employment or access of current or potential employees formerly affiliated with the Department of Defense.

(2) Other accredited Federal agencies serviced by the Office of Personnel Management but with a need to evaluate the suitability of potential employees formerly affiliated with the Department of Defense.

(3) Congress, including the General Accounting Office.

(4) Veterans Administration.

(5) Specific uses of US Army Intelligence and Security Command Investigative files are:

(6) To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for assignment or appointment to sensitive military duties or to critical sensitive civilian positions.

(7) To determine the eligibility and suitability of individuals for entry and retention in the Armed Forces.

(8) To provide information for ongoing security and suitability investigations being conducted by Federal agencies.

(9) To provide information to assist Federal agencies in the administration of criminal justice and prosecution of offenders.

(10) To provide information in judicial or adjudicative proceedings, including litigation, or in accordance with a court order.

(11) To make statistical evaluations of investigative activities.

(12) To provide protective services when authorized by the Secretary of Defense for the Department of Defense Distinguished Visitors Protection Program. The objective of this program is to provide physical protection for distinguished foreign visitors of Department of Defense and the Military departments and high ranking members of the Department of Defense and its agencies, and to assist the US Secret Service in its protective functions.

(13) To provide information in response to Inspector General, Equal Employment Opportunity, other complaint investigations and Congressional inquiries.

(14) To determine the eligibility and suitability of an individual for favorable personnel actions in the Armed Forces of the US, to include Reserve and National Guard.

(15) For use in alien admission and naturalization inquiries conducted under Section 105 of the Immigration and Nationality Act of 1952, as amended.

(16) For use in benefit determinations by the Veterans Administration.

(17) The distribution of investigative information to other DA activities or outside agencies is based on this agency's evaluation of their needs and the relevance of the information to the use for which it is provided. Information collected for one purpose is not automatically used for the other purposes or by the other users indicated in this description.

(18) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Upon receipt of a valid request for an investigation, the request package is given a control number and placed in a case folder (paper record) together with identification data concerning the subject of the request for investigation and control number. The request is entered into an automated data processing system (US Army Intelligence and Security Command case control system), which is designed to provide statistical data and case control management information on the number and types of investigations that are opened, currently pending, and closed in US Army Intelligence and Security Command. This automated system triggers automatic requests upon the Defense Central Index of Investigations (DCII), a master index that holds reference to all Department of Defense investigations conducted by US Army Intelligence and Security Command and the Military Services investigative file repositories. If there are files on the subject, a request is generated by US Army Intelligence and Security Command upon the appropriate repository. Upon review of the request package and other investigative files retrieved through DCII, investigative requirements are then determined by the US Army Intelligence and Security Command Control Office and investigative leads are dispatched to the US Army Intelligence and Security Command field elements and other pertil investigative agencies. Upon receipt of the investigative leads at the field level, a duplicate investigative file is prepared by the receiving field element. This file contains investigatory report and case control material pertaining only to the specific investigative leads assigned to the controlling field element. At this point the US Army Intelligence and Security Command investigative file enters into a pending status. During this pending status, investigative reports are prepared by US Army Intelligence and Security Command field elements and sent to the control office, based upon record and interview data obtained during the investigation. Upon completion of the investigation, the closed investigative file held by the US Army Intelligence and Security Command Control Office is forwarded thru the IRR to the requestor of the investigation. Upon receipt, the requestor adjudicates the investigation and returns it to the IRR for retention. The duplicate files prepared by US Army Intelligence and Security Command field elements are destroyed 120 days after the closing.

Storage:

Paper records in file folders, rolled microfilm, and microfiche.

Retrievability:

(a) File folders are maintained in terminal digit order by regular dossier number and SSN. In order to obtain the dossier number of the subject at least one personal identifier is required. For those subjects who have no identifying data such as date of birth, military service number or SSN, the name only index is searched. Additionally, a non-standard search is required. The name only index will provide a subject's name and dossier number only. The non-standard search will provide a listing of all subjects with identifying data. In these instances, some other identifying data must be furnished such as address. Dossiers possibly identical with the subject may be forwarded to the requester.

(b) Microfiche files are maintained in duplicate copy in separate locations in Microfilm Division, IRR. The records are maintained in terminal digit order according to regular dossier number or SSN.

(c) Microfilm records are retrieved by name or dossier number.

Safeguards:

Building 4552, which houses the IRR, is under 24-hour guard and accessible only to authorized personnel. Only individuals accredited as file procurement officers may obtain and review IRR investigative records. Subordinate US Army Intelligence and Security Command elements and other official requesters are required to have General Services Administration approved containers for the storage of investigative files. Certified mail is used to forward any investigative files to official requesters of US Army Intelligence and Security Command subordinate elements.

Retention and disposal:

Personnel security investigative files may be retained for 15 years after last action reflected in the file, except that files which resulted in adverse action against the individual will be retained permanently. However, once affiliation is terminated, acquiring and adding material to the file is prohibited unless affiliation is renewed.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/4743.

Record access procedures:

Requests should be sent to the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests should contain the full name of the individual, SSN, previous service number (if any), current address, and telephone number. Visits are limited to Building 4552, Ft Meade, MD 20755; Visitors must provide acceptable identification (e.g. valid driver's license, employing office's identification card) and verbal information that can be verified with his/her case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Department of Defense and Military Department records; Federal Agency records; State, county, and municipal records; employment records of private schools, colleges, universities, technical and trade schools; hospital records; real estate agencies; credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals; Transportation companies (airlines, railroads, etc.); Other private records sources deemed necessary in order to complete an investigation; miscellaneous: :Telephone directories; city directories; Who's Who in America; Who's Who in Commerce and Industry; Who Knows What - A listing of experts in various fields; American Medical Directory; Martindale-Hubbell Law Directory; US Postal Guide; Insurance Directory; Dunn and Bradstreet; and The US Army Register; any other type of miscellaneous record deemed necessary to complete the US Army Intelligence and Security Command investigation; the interview of individuals who have knowledge of the subject's background and activities; the interview of witnesses; the interview of victims; the indential sources; and the interview of other individuals deemed necessary to complete the US Army Intelligence and Security Command investigation.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(K) (1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C. section 552a: (d), (E)(4)(G), (e)(4)(H), and (e)(4)(I).

A0503.03aDAMI

System name:

Department of the Army Operational Support Activities Files.

System location:

US Army Intelligence and Security Command, Ft Meade, MD 20755-5995.

Categories of individuals covered by the system:

Selected members of the US Army and civilian employees of the Department of the Army who participate in and have received support for conducting US Army intelligence and counterintelligence duties. Included are personnel of other Federal agencies who request and receive support from appropriate authority.

Categories of records in the system:

Card file with automated index of individuals who have received support from Department of the Army in completing specialized duties within the Army's intelligence and counterintelligence activities. Card files and duplicate automated files of individuals indicating any identity and other data which may be used to identify them in their support of the Department of Army's intelligence and counterintelligence activities.

Authority for maintenance of the system:

Executive Order 10450, sections 2,3,4,5,6,7,8,9 and 14; 10 U.S.C., section 3012(b) (c) (g); National Security Act of 1947, as amended; E.O. 9397.

Purpose(s):

To identify and manage the career of individuals performing duties in the Department of the Army specialized intelligence and counterintelligence assignments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Other Federal investigative and/or intelligence agencies use the file to verify identity and assignments. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, vertical card file, computer diskpack and printouts.

Retrievability:

Alphabetically by individual's surname; automated files by SSN.

Safeguards:

Material is stored in General Services Administration containers approved for the storage of secret material. Building in which material is stored is locked during hours of nonoccupancy. Automated files are access controlled by a codeword issued only to properly screened, cleared, and trained personnel.

Retention and disposal:

Permanent.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone: 301/677-4742/4743.

Record access procedures:

Requests from individuals should be addressed to the Commander, US Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755. Written requests must contain the full name and SSN of the individual, current address, and telephone number. For personal visits, the individual must furnish acceptable identification and verbal information that can be verified from his/her file card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; investigative reports of Defense Investigative Service, US Army Intelligence and Security Command, and other Federal and Department of Defense investigative and law enforcement agencies.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(4)(g), (e)(4)(H), (e)(4)(I), and (f).

A0503.06aDAMI

System name:

Counterintelligence Operations Files.

System location:

Primary: US Army Intelligence and Security Command, Ft Meade, MD 20755. Decentralized segments exist at US Army Intelligence and Security Command groups, field stations, battalions, detachments, and field offices stationed world-wide.

Categories of individuals covered by the system:

Active and retired military personnel, Department of Defense affiliated civilians including contractor personnel employed by civilian firms having defense contracts, and individuals not affiliated with the Department of Defense only if there is a reasonable basis to believe that one or more of the following situations exist: Theft, destruction or sabotage of weapons, ammunition, equipment, facilities or records belonging to Department of Defense units or installations; possible compromise of classified defense information by unauthorized disclosure or by espionage; subversion of loyalty, discipline or morale of Department of the Army military or civilian personnel by actively encouraging violation of laws, disobedience of lawful orders and regulations, or disruption of military activities; demonstrations on active or reserve Army installations or demonstrations immediately adjacent to them which are of such a size or character that they are likely to interfere with the conduct of military activities (Armed Forces Induction Centers, US Army Recruiting Stations located off-post and facilities of Federalized National Guard Units are considered to be active DOD installations. For the purpose of the subparagraph, Reserve Officer Training Corps installations on campuses are not considered to be active or reserve Army installations and coverage of demonstrations at or adjacent to such installations is not authorized); direct threats to Department of Defense military or civilian personnel regarding their official duties or to other persons authorized protection by Department of Defense resources; activities or demonstrations endangering classified Defense contract facilities or key defense facilities, including Panama Canal, approved by Headquarters, Department of the Army as key to the defense and operation of the Panama Canal.

Categories of records in the system:

Documents used to conduct foreign counterintelligence operations and investigations pertaining to the US Army's responsibilities under the categories of counterintelligence, counterespionage, counter-sabotage, counter-subversion, and international terrorism.

Authority for maintenance of the system:

Executive Order 10450, Security Requirements for Government Employment, in particular Sections 2 and 9c thereof; Executive Order 12036, US Intelligence Activities, in particular paragraphs 1-1104, 1-1112, 1-1113, 1-204(b) and 2-208; the National Security Act of 1947, as amended (10 U.S.C., section 3012 (b)(c) and (g); E.O. 9397.

Purpose(s):

To document investigations and operations pertaining to the US Army's responsibilities for counterintelligence, and to detect, identify, and neutralize foreign intelligence and international terrorist threats to the Department of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information is provided to Federal agencies and other services and governmental agencies whose missions contain responsibility for foreign counterintelligence activities.

(2) Information may be disclosed to foreign law enforcement, security, investigatory or administrative authorities in order to comply with requirements imposed by or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel and other countries where there are routine reciprocal exchanges of information.

(3) This distribution of operational and investigative information to outside agencies is based on the evaluation by the US Army Intelligence and Security Command of the other activity's needs and the relevance of the information to the use for which it is to be provided. Information collected is not automatically used for all the purposes or by all the other users listed in this description.

(4) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Reports generated in the documentation of agency investigations and operations are retained in original report format as paper records in file folders. Other records and reports are maintained as paper records in file folders and in microfiche. Extracted information is converted into appropriate language for storage on a computer diskpack.

Retrievability:

Paper records are retrieved by name or file number. Computerized data are retrieved by name, SSN, date of birth, place of birth, and aliases; by designation of the operation or investigation, or by identification of foreign intelligence agency.

Safeguards:

Files are maintained in three-position combination, fire resistant steel security containers housed in security controlled areas accessible only to authorized personnel. Computerized data are controlled by a codeword that is issued only to properly screened, cleared and trained personnel. System employs on-line, dial-up procedures, enhanced by shielding and other appropriate technical safeguards to protect data against potential compromising emanations and/or unauthorized access.

Retention and disposal:

Paper records documenting foreign counterintelligence operations are permanent. At the termination of the operation/investigation, files are retired to the US Army Intelligence and Security Command's Investigative Records Repository. Computerized information is updated periodically and all previous copies destroyed.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, D.C. 20310.

Notification procedure:

Information may be obtained by writing to the Commander, U.S. Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; telephone (301) 677-4742/4743.

Record access procedures:

Requestor should contact the Commander, U.S. Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; furnishing full name, SSN, current address, and telephone number. For personal visits, requester should present acceptable proof of identity such as a valid driver's license, military identification card, Department of Defense building pass, or other type of identification containing photograph and identity data.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individuals.

Exemptions claimed for the system: All portions of this system of records which fall within 5 U.S.C. 552a (K)(1), (2), or (5) are exempt from provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0506.01fDAMI

System name:

Personnel Security Clearance Information Files.

System location:

Primary: Joint Adjudicative Clearance system (segment of the Defense Central Index of Investigation, Defense Investigative Service, Ft Holabird, MD 21203.

Decentralized segments may be maintained by offices at Department of the Army Staff agencies, major commands, installations, activities, and unified and specified commands, as records relate to the individual's personnel security and clearance status.

Categories of individuals covered by the system:

Any individual, civilian or military, affiliated with the US Army by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

Categories of records in the system:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. It may also contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

Authority for maintenance of the system:

Executive Orders 10450 and 10865; 10 U.S.C., section 3012; 50 U.S.C., section 4039; and the National Security Act of 1947.

Purpose(s):

To assist in the processing of personnel security clearance actions, to record security clearances issued or denied; and to verify eligibility for access to classified information or assignment to a sensitive position.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be released to Federal agencies based on formal accreditation as specified in official directives, regulations, and demonstrated need-to-know; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction; and to commanders/agency heads for adverse personnel actions such as fraudulent enlistment proceedings, removal from sensitive duties, elimination from the service, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders, file cards; computer tape, punch cards, or disks.

Retrievability:

Alphabetically by individual's surname or SSN.

Safeguards:

Records are stored in locked buildings which employ security guards and are subject to Military Police and/or local civilian law enforcement patrol security. All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Use of computers, including remote terminals, requires knowledge of special transaction codes to preserve integrity of data.

Retention and disposal:

Primary system files are destroyed at the same time as the dossier upon which security clearance action was based. Decentralized segment personnel security clearance files are either (1) destroyed upon termination of access, (2) destroyed 1 year from date of transfer or separation of individual, or (3) forwarded to the gaining organization. Investigative reports are forwarded to the United States Army Central Personnel Security Clearance Facility, Ft Meade, MD for inclusion in dossier at the United States Army Intelligence and Security Command Investigative Records Repository, Ft Meade, MD 20755. Dossiers are maintained no longer than 15 years from date of last entry unless significant adverse information is present, in which case retention is 25 years. Copies of investigative reports are destroyed upon completion of final action.

System manager(s) and address:

Commander, US Army Central Personnel Security Clearance Facility, Ft Meade, MD 20755.

Notification procedure:

Information concerning status or degree of personnel security clearance/access may be obtained from the Installation or Command Security Officer where applicant was assigned or employed. Information contained in investigative files may be obtained from the appropriate investigative agency.

Record access procedures:

Requests for security clearance information should be sent to: Commander, ATTN: Security Officer, of the command or installation of assignment or employment. Requests should contain the full name of the individual, SSN, current address, and telephone number. For personal visits to the Security Office, the individual should be able to provide identification (e.g., driver's license, identification card) and verbal information that can be verified with office records. Requests for information contained in investigative files should be addressed to appropriate investigative agency with personal identifying data required by that system as published in the Federal Register.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

. From the individual; investigative results from the Defense Investigative Service, US Army Intelligence and Security Command, and other Federal, Department of Defense, and Army investigative or law enforcement agencies.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(K)(1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

A0506.01jUSAREUR

System name:

Employee Screening Program/Installation Access Files.

System location:

Office of the Deputy Chief of Staff, Intelligence, Office of the US Commander, Berlin, Germany.

Categories of individuals covered by the system:

All civilian applicants for and/or employees in positions in US Forces activities in the Berlin Command, other than Department of Defense civilians. Persons included are of various nationalities, paid from both appropriated and nonappropriated funds, as well as from funds provided by the German Occupation Costs Office, who are administered under the Berlin Tariff Agreement, which governs employment of the local national workforce. Non-US citizen applicants for and holders of passes authorizing unoffical access to closed US Forces installations and facilities in Berlin.

Categories of records in the system:

Cards or paper files containing name; date and place of birth; SSN for US citizens; address; personal identity documents by type and serial number; employing or potential employing agency; type of position held or applied for and related information; dates security screening action initiated and completed; list of investigative agencies' files checked with results and disposition of case.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To determine suitability of individuals for employment and to grant access to closed military installations as warranted.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information on security screening actions is provided to DOD and US Department of State law enforcement investigative agencies in Berlin for use in criminal/security investigative purposes when warranted.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in secured boxes and file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only by designated authorized persons having official need therefor in performance of their duties. Buildings are enclosed in a compound to which access is controlled at all times.

Retention and disposal:

Files pertaining to US citizens are destroyed on transfer or separation of individual. Files on non-US employees on whom no derogatory information is developed during their tenure of service are held for 6 months after termination of employment, then destroyed; those records containing derogatory information are destroyed 2 years after individual is terminated. Files pertaining to applicants who are not accepted are destroyed upon notification by appropriate Civilian Personnel Officer. Files pertaining to non-US citizen applicants or holders of installation passes are disposed of in accordance with the following schedule: When file contains no or only minor derogatory information, destroyed upon notification from responsible official of surrender of pass. When pass is denied or withdrawn for cause, it is placed in the inactive file, held for 3 years and then destroyed by shredding.

System manager(s) and address:

Deputy Chief of Staff, Intelligence, Office of the US Commander Berlin, APO New York 09742.

Notification procedure:

Information may be obtained by writing to the System Manager. Individual must furnish full name, date and place of birth, SSN (where appropriate) current address, and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should either write to the System Manager, as specified in 'Notification procedure', providing information specified therein; or on a personal visit provide acceptable identification such as national passport, government identity document, employing office's identification card

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army or Department of Defense records and reports, official personnel file, law enforcement agencies, previous employers, financial institutions, educational institutions.

Exemptions claimed for the system:

None.

A0508.04USACIDC

System name:

US Army Criminal Investigation Fund Vouchers.

System location:

Headquarters, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041. Segments of the system are located at USACIDC subordinate elements, the address be obtained from the System Manager.

Categories of individuals covered by the system:

Special agents of USACIDC or Military Police Investigator of the US Army who have made expenditures or have requested reimbursement from USACIDC limitation 015 contingency funds authorized by Army Regulation 37-47.

Categories of records in the system:

Individual's name, grade, reason for such expenditure, receipts (or certificates when receipts are unavailable), relevant documents.

Authority for maintenance of the system:

10 U.S.C., section 3012(g).

Purpose(s):

To maintain proper accounting of the USACIDC 015 contingency funds.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name at USACIDC subordinate elements; by voucher number at HQ, USACIDC.

Safeguards:

Access is limited to designated authorized individuals having offical need for the information in the performance of their duties. Buildings housing records are protected by security guards.

Retention and disposal:

Clothing records are transferred with the special agent; individual vouchers are destroyed 8 years after the last entry.

System manager(s) and address:

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system may write to the Director, US Army Crime Records Center, USACIDC, ATTN: CICR-FP, 2301 Chesapeake Avenue, Baltimore, MD 21222-4099. Individual should provide his/her full name, current address and telephone number, date and place of birth, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, informant, or the statement of third parties pertaining to the expenditure.

Exemptions claimed for the system:

None.

A0508.07aUSACIDC

System name:

Criminal Investigation Accreditation and Polygraph Examiner Evaluation Files.

System location:

Headquarters, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041. Information concerning polygraph examiners is located at the Crime Records Center, USACIDC, 2301 Chesapeake Avenue, Baltimore, MD 21222 and subsequently at the Washington National Records Center, GSA, Suitland, MD.

Categories of individuals covered by the system:

Applicants for entry into the USACIDC program as an apprentice special agent, a polygraph examiner, for supervisory credentials; for the USACIDC officer specialty program or warrant officer appointments; or for laboratory technician credentials.

Categories of records in the system:

Individual's application, statement of personal history, personal identifiers, photographs, fingerprint cards, qualifications record, biography, information pertaining to assignment capability, letters of recommendation, educational institutional documents, character investigation data, reclassification actions, reassignment orders, commander's inquiry data, reports of investigation, reasons for withdrawal from program, reason for denying application, date of acceptance into program, date appointed, date of accreditation, badge number, credential number, agent sequence number, assignment, date assigned, marital status, and other data pertinent to the accreditation function, physical profile, date of last physical, assignment preference, transfer restrictions, job title, security clearance data, date of last background investigation, foreign language proficiency, special qualifications, service agreement, spouse's place of birth and citizenship, agent's place of birth, private licenses, hobbies, and last 10 assignments.

Polygraph examiner performance and evaluation data maintained at the Crime Records Center include individual's name, personal history statement, certificate number, polygraph examination history, year of polygraph report, ROI or CRC cross reference number, type of examination, and monitor's comments.

Authority for maintenance of the system:

10 U.S.C., section 3012g.

Purpose(s):

To determine applicant's acceptance into or rejection from the USACIDC program; his/her continuing eligibility, placement or standing therein.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards; magnetic tapes.

Retrievability:

By individual's surname; agent sequence number; SSN, badge/credential/polygraph certificate number.

Safeguards:

All records are maintained in buildings protected by security guards or a locked wire enclosure; information is accessed only by designated individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Records of accepted applicants are retained until the individual retires, is released from active duty, or is removed from the USACIDC program; at that time, files are placed in inactive storage at HQ USACIDC for 2 additional years and then stored at the Washington National Records Center for an additional 8 years before being destroyed by shredding. Records of rejected applicants are retained at HQ USACIDC for 1 year; then destroyed by shredding. Information on Criminal Investigation Program Data Cards is maintained permanently. Information in automated media is retained for 90 days following termination of investigator's active status.

System manager(s) and address:

Commander, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the Director, US Army Crime Records Center, USACIDC, ATTN: CICR-FP, 2301 Chesapeake Avenue, Baltimore, MD 21222-4099. Individuals must provide full name, SSN, date and place of birth, current address and telephone number, date of application into the program, sufficient details to permit locating the record, and signature.

Record access procedures:

Individuals desiring access to records about themselves should address an inquiry as indicated in 'Notification procedure', and provide information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her previous or present employers, financial institutions, relatives and former spouses, educational institutions, trade or fraternal organizations, neighbors past and present, work associates, social acquaintances, churches, public records, law enforcement and investigative agencies, Army records and reports.

Exemptions claimed for the system:

Portions of this system which fall within 5 USC 552(k)(2), (5), or (7) are exempt from the following provisions of 5 USC 552a: c (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

A0508.11USACIDC

System name:

Criminal Investigation and Crime Laboratory Files.

System location:

Headquarters, US Army Criminal Investigation Command (USACIDC), Columbia Pike, Falls Church, VA 22041. Segments exist at subordinate USACIDC elements, the addresses of which may be obtained from the System Manager. An automated index of cases is maintained at the Crime Records Center, 2301 Chesapeake Avenue, Baltimore, MD and at the Defense Investigative Service, Ft Holabird, MD.

Categories of individuals covered by the system:

Any individual, civilian or military, involved in or suspected of being involved in or reporting possible criminal activity affecting the interests, property, and/or personnel of the US Army.

Categories of records in the system:

Name, SSN, rank, date and place of birth, chronology of events; reports of investigation containing statements of witnesses, subject and agents; laboratory reports, documentary evidence, physical evidence, summary and administrative data pertaining to preparation and distribution of the report; basis for allegations; Serious or Sensitive Incident Reports, modus operandi and other investigative information from Federal, State, and local investigative agencies and departments; similar relevant documents.

Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, report number which allows access to records noted above; agencies, firms, Army and Defense Department organizations which were the subjects or victims of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files, witness identification data.

Authority for maintenance of the system:

10 U.S.C., section 3012(g).

Purpose(s):

To conduct criminal investigations and crime prevention activities; to accomplish management studies involving the analysis, compilation of statistics, quality control, etc., to ensure that completed investigations are legally sufficient and result in overall improvement in techniques, training and professionalism.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information concerning criminal or possible criminal activity is disclosed to Federal, State, local and/or foreign law enforcement agencies in accomplishing and enforcing criminal laws; analyzing modus operandi, and detecting organized criminal activity. Information may also be disclosed to foreign countries under the provisions of the Status of Forces Agreements, or Treaties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; card files and indices; automated indices.

Retrievability:

By name or other identifier of individual.

Safeguards:

Access is limited to designated authorized individuals having official need for the information in the performance of their duties. Buildings housing records are protected by Security guards.

Retention and disposal:

Criminal investigative case files are retained for 40 years, except that, at USACIDC subordinate elements, such files are retained from 1 to 5 years depending on the level of such unit and the data involved. Laboratory reports at the USACIDC laboratory are destroyed after 3 years. Destruction is by shredding.

System manager(s) and address:

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the Director, US Army Crime Records Center, USACIDC, ATTN: CICR-FP, 2301 Chesapeake Avenue, Baltimore, MD 21222-4099. Individual must furnish his/her full name, date and place of birth, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Suspects, witnesses, victims, USACIDC special agents and other personnel, informants; various DOD, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

Exemptions claimed for the system:

Portions of this system which fall within 5 USC 552a(j)(2) are exempt from the following provisions of 5 USC 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0508.16aDAMO

System name:

Absentee Case Files.

System location:

Primary U.S. Army Deserter Information Point, U.S. Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249. A copy of all or portions of this system is maintained at the installation initiating the report of absence and at respective law enforcement agencies.

Categories of individuals covered by the system:

Any active Army member absent without proper authority and administratively designated as a deserter pursuant to Army Regulation 630-10.

Categories of records in the system:

Reports and records which document the individual's absence; notice of unauthorized absence from U.S Army which constitutes the warrant for arrest; notice of return to military control or continued absence in hands of civil authorities.

Authority for maintenance of the system:

10 U.S.C., section 3012(g); E.O. 9397.

Purpose(s):

To enter data in the FBI National Crime Information Center "wanted persons" file; to ensure apprehension actions are initiated/terminated promptly and accurately; and to serve management purposes through examination causes of absenteeism and developing programs to deter unauthorized absences.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Information is furnished to local, State, Federal, international, or foreign law enforcement authorities in efforts to apprehend, detain, and return offenders to military custody. In oversea areas, information may be disclosed to foreign governmental and civil authorities as required by local customs, law, treaties, and agreements with allied forces and foreign governments.

(2) Information may be disclosed to the Veterans Administration for assistance in determining whereabouts of Army deserters through the Veterans and Beneficiaries Identification and Records Locator Subsystem.

(3) See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper documents and the record copy of the Arrest Warrant are maintained in the Official Military Personnel Files; verified desertion data are stored on the Deserter Verification Information System at the U.S. Army Deserter Information Point.

Retrievability:

Manually, by name; automated records are retrieved by name, plus any numeric identifier such as date of birth, SSN, or Army serial number.

Safeguards:

Access is limited to authorized individuals having a need-to-know. Records are stored in facilities manned 24 hours, 7 days a week. Additional controls which meet the administrative, physical, and technical safeguard requirements of Army Regulation 380-380 are in effect.

Retention and disposal:

Automated records are erased when individual returns to military custody, is discharged, or dies. Paper or microform records remain a permanent part of the individual's Official Military Personnel File.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals wishing to know whether or not this system contains information about them should contact the U.S. Deserter Information Point, U.S. Army Enlisted Records Center, Ft Benjamin Harrison, IN, furnishing full name, SSN and/or Army serial number, address, telephone number, and signature.

Record access procedures:

Individuals seeking access to information concerning themselves should provide information in "Notification procedure" above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Unit Commander, First Sergeants, subjects, witnesses, Military Police, U.S. Army Criminal Investigation Command personnel and special agents, informants, DOD, Federal, State, and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may furnish pertinent information.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0508.17bDAMO

System name:

Ration Control/Blackmarket Monitoring Files.

System location:

Office of the Provost Marshal, U.S. Army, Japan; U.S. Army, Europe and Seventh Army; U.S. Army; Southern Command; U.S. Forces Korea/Eighth Army.

Categories of individuals covered by the system:

All members of the U.S. Army at oversea locations, their dependents, civilian employees, U.S. Embassy personnel, contract personnel, technical representatives, and individuals who are assigned to or under the judicial or administrative control of the U.S. Army who make purchases of controlled items from authorized resale activities at oversea locations, those authorized duty free privileges at Class VI stores, commissaries, and retail outlets located on U.S. facilities and installations overseas.

Categories of records in the system:

Individual's name, SSN, passport number, citizenship, service component, dependency status, local address; sales slips and control sheets used in sale of controlled items by U.S. Forces; overspending/overpurchase printouts produced by central computer facilities.

Authority for maintenance of the system:

10 U.S.C., Section 3012; 5 U.S.C., Section 301; Status of Forces Agreement between the United States of America and the host country in which U.S. Forces are located; E.O. 9397.

Purpose(s):

To assist commanders and U.S. Armed Forces investigative agents in monitoring purchases of controlled items: To produce ration control plates for authorized users; to maintain record of selected controlled item purchases at retail facilities and suspected violators of the system; and to comply with Joint Service blackmarket monitoring control policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information to the host country, required by the Status of Forces Agreement between the United States of America and the host country. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, magnetic tapes, microfiche.

Retrievability:

By name and/or SSN.

Safeguards:

Records are accessed only by authorized personnel having official need therefor. During off duty hours, the facility housing the records is secured by sound activated alarm.

Retention and disposal:

Records are retained for 1 year; violations data are retained until the end of the individual's tour of duty employment; then destroyed.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Information may be obtained from the Provost Marshal at the oversea Army installation which issued the ration control authorization.

Record access procedures:

Individuals desiring to access records pertaining to them should inquire as stated under "Notification procedure", furnishing full name, SSN, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individual's application for ration control privileges, recorded sales at retail outlets and orders made through exchange catalog sales at U.S. military facilities in oversea loations.

Exemptions claimed for the system:

None.

A0508.24aDAMO

System name:

Serious Incident Reporting Files.

System location:

Primary System is located at the Office of the Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0508. Segments are maintained at the installation initiating reports and at respective major Army commands.

Categories of individuals covered by the system:

Any citizen identified as the subject or victim of a serious incident reportable to Department of the Army in accordance with Army Regulation 190-40. This includes in general any criminal act or other incident which, because of its sensitivity or nature, publicity or other considerations should be brought to the attention of Headquarters, Department of the Army.

Categories of records in the system:

Records include the initial report of the incident plus any supplemental reports, including reports of final adjudication.

Authority for maintenance of the system:

10 U.S.C., section 3012(g); E.O. 9397.

Purpose(s):

To provide the military chain of command with timely information regarding serious incidents to permit a valid early determination of possible implication; to provide an early indication of acts or conditions which may have widespread adverse publicity; to provide a means of analysis of crime and conditions conducive to crime on which to base crime prevention policies and programs; and to meet the general needs of Department of the Army Staff agencies for information regarding selected incidents which impact on their respective areas of responsibility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name, SSN, installation number.

Safeguards:

Buildings employ security guards and control access. Distribution and access to files are based on strict need-to-know. Records are contained in locked safes when not under personal supervision of authorized personnel.

Retention and disposal:

Destroyed 1 year after final report is completed.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records may write to the System Manager. Individual should furnish his/her full name, current address and telephone number, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in "Notification procedure", furnishing information specified therein.

Contesting record procedures:

The Army's rules for access records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Subjects, witnesses, victims, Military Police and U.S. Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 USC 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4(G), (e)(4)(H), (e)(8), (f), and (g).

A0509.02DACF

System name:

Security Badge/Identification Card Files.

System location:

Offices which issue security badges and identification cards authorized by Army Regulations 606-5 and 190-21, located at Headquarters, Department of the Army, staff and field operating agencies, states' adjutant general, and installations/activities.

Categories of individuals covered by the system:

Active duty, reserve, and retired military personnel and authorized dependents; Department of the Army civilians and authorized dependents; Medal of Honor recipients; visitors authorized for official purposes, e.g., vendors, deliverymen, utility and special equipment servicemen; accident investigators; contractor personnel and their authorized dependents; Red Cross personnel; and persons authorized by the Geneva Convention to accompany the Armed Forces.

Categories of records in the system:

Individual's application on appropriate Department of Army and Department of Defense forms specified by AR 606-5 (the original of which may be filed in the individual's personnel file) for identification and/or building security pass/badge issuance; individual's photograph, fingerprint record, special credentials, and allied papers; registers/logs reflecting sequential numbering of badges/cards.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012(g).

Purpose(s):

To provide a record of security badges and identification cards issued, to restrict entry into installations/activities; and to ensure positive identification of personnel authorized access to restricted areas. Registers/logs maintain accountability for issuance and disposition of badges and identification cards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards; magnetic tapes, discs, cassettes; computer printouts; microfiche.

Retrievability:

By individual's name, SSN, card/badge number.

Safeguards:

Data are maintained in secure buildings and are accessed only by authorized personnel who are trained and cleared for access. Information in computer facilities is further protected by alarms and established procedures for the control of computer access.

Retention and disposal:

Applications for military identification cards are maintained by the issuing office for 1 year; those for civilian cards are retained 4 years, after which they are destroyed. Registers/ logs are destroyed 3 years after last badge has been accounted for.

Limited area credentials are replaced after 3 years or when a total of 5of the total have been lost or unaccounted for, whichever occurs earlier; exclusion area credentials are replaced at least once every 3 years; controlled area credentials are replaced at the discretion of the major commander.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Information may be obtained from the issuing office where the individual obtained the identification card.

Record access procedures:

Individuals desiring access to records about themselves should write to the issuing officer at the appropriate installation. Individual should furnish his/her full name, number of the identification card, if known, and current address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories: Individual; Army records and reports.

Exemptions claimed for the system:

None.

A0509.03DAMO

System name:

Trophy Firearm Registration.

System location:

Primary system is located at the Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0508. Copies of war trophy firearm registration records are maintained at respective provost marshal offices initiating the records.

Categories of individuals covered by the system:

Members of the Armed Forces of the United States who acquire, during periods of hostilities, firearms approved for personal retention as war trophies.

Categories of records in the system:

Copy of DD Form 603, Registration of War Trophy Firearm; relevant supplementary correspondence of approvals.

Authority for maintenance of the system:

10 U.S.C., section 3012(g).

Purpose(s):

To assure maintenance of records of service members' acquisition of firearms retained as war trophies is authorized within the meaning of the National Firearms Act and 18 U.S.C., section 102.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be furnished to the following agencies for investigation and prosecution for violations of the National Firearms Act: Federal Bureau of Investigation; Drug Enforcement Administration; U.S. Customs Service; Bureau of Alcohol, Tobacco and Firearms; U.S. District Courts; U.S. Magistrates; local law enforcement agencies; and, in oversea areas, most government law enforcement agencies as prescribed in Status of Forces Agreements. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

By owner's surname.

Safeguards:

Buildings employ security guards. Records are accessible only to authorized personnel having need therefor in the performance of their duties.

Retention and disposal:

Records are created at the onset of hostilities and retained in Headquarters, Department of Army files until end of calendar year in which hostilities ceased; held 1 additional year or until arrangements are complete to transfer the records to Director, Bureau of Alcohol, Tobacco and Firearms, Department of Treasury, Washington, DC 20226.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system or records should write to the System Manager, ATTN: DAMO-ODL, furnishing full name, sufficient details to permit locating the records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in "Notification procedure", furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual at time of registration.

Exemptions claimed for the system:

None.

A0509.08aDAMO

System name:

Registration and Permit Files.

System location:

Army installations.

Categories of individuals covered by the system:

Any citizen registering restricted items of property on a military installation or desiring to engage in restricted activities on a military installation. Items/activities include but are not limited to privately owned firearms/weapons, pets and hunting and fishing.

Categories of records in the system:

Registration form for items of restricted property; permit application for restricted activities.

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To assist the commander in carrying out effective law enforcement, troop safety, and crime prevention programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is furnished to criminal justice elements outside the Department of Defense for investigation and prosecution when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; U.S. Customs Services; Bureau of Alcohol, Tobacco and Firearms; U.S. District Courts; U.S. Magistrates; state and local law enforcement, wildlife conservation and public health agencies; and, in oversea areas, host government law enforcement agencies. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic disc/tapes; microfiches; computer printouts.

Retrievability:

By individual's surname.

Safeguards:

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

Retention and disposal:

Destroyed upon removal of the restricted property from the military installation or upon expiration of the permit.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals wishing to know whether or not this system of records contains information on them may inquire of the System Manager. Individual must provide full name, present address, sufficient details to permit locating the records, and signature.

Record access procedures:

Individuals seeking access to records about themselves in this system should follow requirements in "Notification procedure".

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Any citizen desiring/required to register firearms/weapons, pets, etc. that will be maintained within or desiring to hunt/fish within the confines of and Army installation.

Exemptions claimed for the system:

Portions of this system of records which fall within 5 U.S.C. section 552a(k)(2) are exempt from the following provision of Title 5 U.S.C., section 552a(c)(3).

A0509.10DAPE

System name:

Law Enforcement: Offense Reporting System (MPMIS).

System location:

Decentralized to Army installation which created the Military Police Report; copy may be sent to Crime Records Center, Ft Holabird, MD dependent on nature of crime (see Army Regulation 190-45). A cross-reference index in either manual or automated media may exist at intermediate and higher command levels. In addition, information is stored on computer media at five contractor-operated Regional Data Centers located in the Washington, DC area, and near Ft McPherson, GA; Ft Knox, KY; Ft Hood, TX; and Ft Ord, CA.

Categories of individuals covered by the system:

Any individual who is the subject, victim, complainant, witness, or suspect in a criminal, civil, or traffic offense.

Categories of records in the system:

Alleged or founded criminal information directed against or involving the Army which may be related to local criminal investigative files and comprising the following: Military Police Report (DA Form 3975) or similar reports containing investigative data, supporting or sworn statements, affidavits, provisional passes, receipts for prisoners or detained persons, Reports of Action Taken, (DA Form 4833), and disposition of cases. Personal information includes individual's name, grade/rank, organization, affiliation, Social Security Account Number, category of offense, involvement, and case number.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To provide detailed information necessary for Army officials and commanders to discharge their responsibilities for maintaining discipline, law and order through investigation of complaints and incidents and possible criminal prosecution, civil court action, or regulatory order. Statistical data are derived from individual reports and stored in automated media at major Army Commands and headquarters Department of the Army for the purposes of: (1) Developing crime trends by major categories (i.e., rape, blackmarketing, drugs, crimes of violence, crimes against property, other crimes of misconduct, and (2) making comparative analyses within crime categories by offender, organizational, or geographical determinant. Such statistics are not used to make determinations about the rights, benefits, or entitlements of individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to Federal, State, and local (including Foreign Government) agencies for investigation and prosecution when cases are either within their jurisdiction or when concurrent jurisdiction applies. These include: Federal Bureau of Investigation, Drug Enforcement Administration, US Customs Service, Bureau of Alcohol, Tobacco and Firearms, US District Courts, US Magistrates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfiche; magnetic tapes/discs; punched cards; computer printouts.

Retrievability:

By individual's name, date of birth, SSN, case number.

Safeguards:

Access to information is controlled; limited to authorized personnel having official need therefor.

Regional Data Centers are contractor-operated under an Army approved security program. Contractor personnel participate in an on-going security education program under the Regional Data Security Officer. Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Technical, physical, and administrative safeguards required by Army Regulation 380-380 are met at installation data processing centers. Data are available only to installation personnel responsible for system operation and maintenance. Terminals not in the data processing center are under the supervision of a terminal area security office at each remote location protecting them from unauthorized use. Access to information is also controlled by a system of assigned passwords for authorized users of terminals.

Retention and disposal:

Information is destroyed after 5 years except for that required by regulation 190-45 to be sent to the Crime Records Center which is retained 40 years following final action.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to inquire whether this system contains information about them should write to the commander of the installation where incident occurred; if more than 5 years have elapsed since occurrence, inquiry may be made of the Crime Records Center, Ft Holabird, MD. Individual must provide full name, SSN, details as to date and place of incident about which inquiry is made, and notarized signature.

Record access procedures:

Individual desiring access to his/her records should follow the requirements in 'Notification procedures'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; witnesses; victims; Military Police and/or US Army Criminal Investigation Command special agents; informants; investigative and law enforcement persons of Federal, state, local and foreign government agencies; any source that may supply pertinent information.

Exemptions claimed for the system:

All portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempted from the following provisions of Title 5 U.S.C. 552a (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f) and (g).

A0509.18aDACF

System name:

Commercial Solicitation Ban Lists.

System location:

Centralized list of commercial solicitors banned from Army installations is maintained at the US Army Community and Family Support Center. Segments exist at Army installations where commanders have banned agents. Listing of those so banned is furnished to Major Army Commands; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Any individual whose on-base commercial solicitation privileges have been withdrawn.

Categories of records in the system:

Individual's name, name of company represented, approval/disapproval of business solicitation action on Army posts, camps, and stations; requests for and authorization of accreditation and removal of accreditation of companies, agents, vendors, salesmen, and solicitors; related documents.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To maintain listing of agents/companies whose business solicitation privileges have been banned or suspended from military bases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By agent's/company's name.

Safeguards:

Records are maintained in secured areas accessible only to designated officials having need therefor in the performance of their official duties.

Retention and disposal:

Records supporting the denial or suspension of solicitation privileges are retained for 10 years and then destroyed by shredding. Auxiliary and/or non-adverse action records are retained until no longer needed.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager or to the installation commander who banned their solicitation privileges. Individual must provide full name, name of company represented, current address and telephone number, sufficient details to permit locating the records, and signature.

Record access procedures:

Individuals seeking access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Agent's/company's name, circumstances leading to banning action, investigatory reports, other Army records and reports, similar relevant documents.

Exemptions claimed for the system:

None.

A0509.18bDAMO

System name:

Expelled or Barred Person Files.

System location:

Records are maintained at the Army installation initiating the expulsion or debarment action.

Categories of individuals covered by the system:

Any citizen who is expelled or barred from an Army installation.

Categories of records in the system:

Names of individual, expulsion orders, investigative reports and supporting documents.

Authority for maintenance of the system:

18 U.S.C., section 1382, E.O. 9397.

Purpose(s):

To assist the commander in carrying out responsibilities required by 18 U.S.C., section 1382.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name.

Safeguards:

Distribution and access to files are based on strict need-to-know. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

Retention and disposal:

Destroyed on revocation or upon discontinuance.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAMO-ODL, furnishing their full name, SSN, address, details concerning the expulsion or debarment action, and signature.

Record access procedures:

Individuals desiring to access records on themselves should write as indicated in "Notification procedure", providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Subjects, witnesses, victims, Military Policy and U.S. Army Criminal Investigations Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d.) (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0509.19aDAMO

System name:

Military Police Investigator Certification Files.

System location:

Primary records are maintained at the U.S. Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Segments exist at the installation initiating request and at respective major Army commands.

Categories of individuals covered by the system:

Any individual who has been nominated by a commander for certification as a Military Police Investigator.

Categories of records in the system:

Files contain requests, name checks, background checks, approvals, disapprovals, appeals, rebuttals, and related documents.

Authority for maintenance of the system:

10 U.S.C., section 3012(g); E.O. 9397.

Purpose(s):

To establish eligibility and suitability of individuals to be certified as Military Police Investigators.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; card indices.

Retrievability:

By individual's surname.

Safeguards:

Buildings employ security guards and control access. Information is not disclosed outside the agency; within the agency, access to records containing adverse suitability information is restricted by use of protective markings. Distribution and access are based on strict need-to-know.

Retention and disposal:

Destroyed upon individual's release from active service or 3 years after involuntary withdrawal of certification.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAMO-ODL, furnishing full name, SSN, current address, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in "Notification procedure", supplying information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Subjects, witnesses, victims, Military Police and U.S. Army Criminal Investigation Command personnel and agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(k) (2), (5), or (7) are exempt from the following provisions of 5 U.S.C. 552a: (d), (e)(4)(G), (e)(4)(H), and (f).

A0509.21aDAMO

System name:

Local Criminal Intelligence Files.

System location:

Records are maintained at the installation initiating or collecting the documents.

Categories of individuals covered by the system:

Any citizen or group of citizens suspected or involved in criminal activity directed against or involving the United States Army.

Categories of records in the system:

Reports and supporting documents of criminal activity directed against or involving the U.S. Army.

Authority for maintenance of the system:

10 U.S.C., section 3012(g); E.O. 9397.

Purpose(s):

To identify individuals or groups of individuals in an effort to anticipate, prevent or monitor possible criminal activity directed against or involving the U.S. Army; to enable Army officials, commanders, or civil criminal justice agencies to meet their responsibilities regarding the maintenance of discipline, law and order through investigation and possible criminal prosecution, civil court action, or regulatory order. Users within the Army include commanders in exercising their authority under the provisions of Titles 10 and 18, U.S.C.; persons designated by the commander to assist in carrying out these responsibilities, i.e., staff judge advocate, investigating officers appointed in accordance with Army regulations, U.S. Army Criminal Investigation Command, military intelligence personnel in those incidents involving possible or actual sabotage or espionage.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Intelligence may be disclosed to the Federal Bureau of Investigation; Drug Enforcement Administration; U.S. Customs Service; Bureau of Alcohol, Tobacco and Firearms; other Federal, state, and local enforcement agencies; and, in oversea areas, host government law enforcement agencies when intelligence pertains to matters within the jurisdication of those agencies. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape/disc.

Retrievability:

By individual's name, or by cross-index of other data maintained in the system.

Safeguards:

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

Retention and disposal:

Destroyed upon supersession, obsolescence, or deactivation of the related command.

System manager(s) and address:

Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, providing their full name, SSN, current address and telephone number, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records pertaining to them should write as indicated in "Notification procedure", providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Subjects, witnesses, victims, Military Police and U.S. Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a; (C)(3), (C)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0511.05DAPE

System name:

Traffic Law Enforcement/Vehicle Registration System: MPMIS.

System location:

Provost Marshal at Army installations; addresses are provided in the appendix to Army System Notices (See 48 FR 25773, June 6, 1983).

Categories of individuals covered by the system:

Military personnel (active, reserve, retired), civilian employees, contractor personnel, vendors, visitors.

Categories of records in the system:

DA Form 3626, Vehicle Registration/Driver Record, containing individual's name, SSN, vehicular data (i.e., year, make, model, ID, license number, state); operator permit, number, state; decal number; car pool data; notices, summons, and other documents concerning moving traffic violations, charges, and suspension/revocation of parking/driving privileges; unit rosters of registrants.

Authority for maintenance of the system:

10 U.S.C., section 3012(g); 5 U.S.C., section 301; Status of Forces Agreement between the United States of America and the host country in which US Forces are located.

Purpose(s):

To assist the commander in carrying out effective law enforcement, traffic safety, and crime prevention programs; to ensure compliance with Highway Safety Program Standards (23 U.S.C., section 402) applicable to federally administered areas; to provide management data on which to base crime prevention, selective enforcement, and improved driving safety.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in this system may be disclosed to State law enforcement and motor vehicle departments for ascertaining or disclosing driver information and/or accident reports, and, in oversea areas, to the host country as required by the Status of Forces Agreement between the United States of America and the host country.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; card indices. An automated registration system may exist at some Army installations.

Retrievability:

By surname/SSN.

Safeguards:

Information is accessed only by designated persons having official need therefor, and is stored in locked containers or storage areas within buildings which are secured.

Retention and disposal:

Destroyed on transfer or separation of parking permit holder, or when permit is superseded or revoked, whichever occurs first. Traffic law enforcement records are destroyed 2 years after closing of the case.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system may inquire of the Provost Marshal at the installation where vehicle registration or accident occurred.

Record access procedures:

Requests for access should be addressed as indicated in 'Notification procedure'; individual should provide full name, current address, and sufficient details to permit locating the record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories:

From the individual; participants in car pools; military or civilian police reports; investigative and law enforcement agencies; third parties who provide relevant information.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempted from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

A0603.05DARP

System name:

Human Resources Information System (HRIS).

System location:

U.S. Army Reserve Personnel Center (ARPERCEN), 9700 Page Blvd., St. Louis, Missouri 63132-5200.

Categories of individuals covered by the system:

All ARPERCEN employees, both military and civilian.

Categories of records in the system:

This system consists of manhours utilization, production, and backlog records reported by individuals daily and maintained by operating officials to track data in the above categories. The documents include, but are not limited to, information on the individuals relating to name, grade, social security number, TDA paragraph and line number, employment category, job title, work center, and distribution of work hours among direct productive, indirect productive, and nonavailable categories.

Authority for maintenance of the system:

5 U.S.C. 301; 44 U.S.C. 3101; E.O. 9397.

Purpose(s):

To document manhours utilization, workload, and backlogs to analyze, program, and review manpower requirements in ARPERCEN; provide a decision basis for approval or disapproval of: Requests for additional employees, overtime requests, and awards nominations; and measure productivity of units and individual employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to justify manpower requirements with the U.S. Army Manpower Requirements and Documentation Agency. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Personal computer diskettes and computer tapes.

Retrievability:

By name, SSN, and TDA paragraph and line number.

Safeguards:

Computer tapes are stored in locked cabinets. Diskettes are stored in areas accessible only to authorized personnel of ARPERCEN. After hours, the building has security guards and/or doors are secured and all entrances are monitored by electronic surveillance equipment.

Retention and disposal:

Diskettes and tapes are retained for 5 years, then destroyed.

System manager(s) and address:

Commander, U.S. Army Reserve Personnel Center, ATTN: DARP-RMS, 9700 Page Blvd., St. Louis, Missouri 63132-5200.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the system manager, ATTN: DARP-RMS, furnishing their full name, SSN, organization to which assigned, and dates of assignment.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in "Notification procedure", providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Information is contained from the record subjects by means of DARP Form 222-1-R, Individual Daily Record, and DARP Form 222-3-R, Individual Daily Record—Executive Level.

Exemptions claimed for the system:

None.

A0607.01DAPE

System name:

Army Safety Management Information System (ASMIS).

System location:

System exists at U.S. Army Safety Center, Fort Rucker, AL 36362-5363.

Categories of individuals covered by the system:

Individuals involved in accidents incident to Army operations or accidents in which Army personnel are injured.

Categories of records in the system:

Automated data base containing pertinent and relevant information concerning Army mishaps/accidents. For aviation accidents, the records consist of those data elements listed on Preliminary Reports of Aircraft Mishaps but exclude data extracted from DA Forms

2397-R. For ground accidents, the records include data extracted from DA Form 285 and 285-1. Records do not include DA Forms 2397-R, 285 or 285-1 or their exhibits and attachments.

Authority for maintenance of the system:

5 U.S.C., section 7902; Pub. L. 91-596, section 18, Occupational Safety and Health Act of 1970; section 2, Executive Order 11807; and Executive Order 9397, Occupational Safety and Health Programs for Federal Employees.

Purpose(s):

Information is maintained solely for accident prevention purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Commanders and aviation staff officers in the Active Army, National Guard, and Reserve components who have an identified need to determine aviator or soldier accident/mishap experience for increased duty responsibility or training programs may also request a search of the PRAM files by name and SSN. National Guard units are provided the aircraft accident history of applicants to aviation positions in the Guard to help evaluate their suitability for appointment. It may also be used by safety officials within DOD to determine eligibility for safety awards. Access to these records may also be granted by System Manager to various Department of Defense agencies, the Department of Labor, Federal Aviation Agency, National Transportation Safety Board, other Federal, State, and local agencies, and applicable civilian organizations, such as the National Safety Council, for use in a combined effort of accident prevention. In those cases, access by non-DOD agencies will not be based on name or SSN. Data must also be disclosed under the provisions of 29 CFR 1960.29 in some cases to employee representatives. See "Blanket Routine Uses" set forth at the beginning of the Army's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/disks.

Retrievability:

U.S. Army Safety Center employees may retrieve data by reference to a person's name or social security number. Army Staff agencies, installation and command safety offices, major subordinate commands of the Army Materiel Command can access the records by remote terminal. Retrieval from remote terminals is limited to nonpersonal identifiers such as date, location, type of equipment or type of accident. Retrieval of records from which data in ASMIS is extracted (DA Forms 285, 285-1, and 2397-R) is by date and sequence number.

Safeguards:

Information is coded and accessed only by authorized personnel who have appropriate clearance. Paper/microfilm records which are the source of the data are maintained in locked file cabinets in a room secured by a manipulation-proof combination lock. Computer stored records are secured similarly behind security doors. Personnel who are granted access from remote sites are required to comply with restrictions on the use and release of the information. Remote terminal access is granted only on the bases of a need-to-know for accident prevention purposes. Authorized personnel are given a personal code word for access and must agree in writing to observe restrictions on the use and release of data.

Retention and disposal:

Computerized records are retained for 30 years. Computer printouts of accident reports containing names or SSNs are shredded or burned. Accident reports from which ASMIS data is extracted are maintained at the U.S. Army Safety Center on paper for 5 years, then transferred to microfilm. Paper records at installation and command safety offices are destroyed after 5 years.

System manager(s) and address:

Director of Army Safety, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records should write to the Commander, U.S. Army Safety Center, Fort Rucker, AL 36362-5363, ATTN: Judge Advocate. Individual must furnish his/her full name, SSN, current address and telephone number, when and where the accident occurred, type of equipment involved in the accident, and signature.

Record access procedures:

Individuals desiring access to information on themselves should inquire by writing to the Commander, U.S. Army Safety Center, providing information specified in "Notification procedure".

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Army records and reports containing information in reports of accident, injury, fire, morbidity, military police traffic accident investigations, casualty reports, individual sick slips, report of vehicle accidents, marine casualty reports, and military aviation records.

Exemptions claimed for the system:

None.

A0609.01DASG

System name:

Radiation Exposure Records.

System location:

Army installations, activities, laboratories, etc., which use or store radiation producing devices or radioactive materials or equipment. An automated segment exists at Lexington Blue Grass Depot, KY.

Categories of individuals covered by the system:

Persons employed by the Army, including employees of contractors, who are occupationally exposed to radiation or radioactive materials.

Categories of records in the system:

Documents reflecting individual's training, experience, and certification to work within hazardous environments such as require the handling of or exposure to radioactive materials or equipment, exposure to radiation. Records may include DD Form 1852 (Dosimeter Application and Record of Occupational Radiation Exposure), DD 1141 (Dosimetry Record), DA Form 3484 (Photodosimetry Report), SF 11-206, exposed dosimetry film; investigative reporestigative reports of harmful chemical, biological, and radiological exposures; relevant management reports.

Automated records contain data elements such as individual's name, SSN, date of birth, film badge number, coded cross-reference to place of assignment at time of exposure, dates of exposure and radiation dose, cumulative exposure, type of measuring device, and coded cross-reference to qualifying data regarding exposure readings.

Authority for maintenance of the system:

US Nuclear Regulatory Commission Regulation (10 CFR Part 19); Department of Labor Regulation (29 CFR Part 1910).

Purpose(s):

To ensure individual qualifications to handle radioactive materials and/or to work under management identified stressful conditions; to monitor, evaluate, and control the risks of individual exposure to ionizing radiation or radioactive materials by comparison of short and long term exposures; to conduct investigations of occupational health hazards and relevant management studies; to determine safety standards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system of records may be disclosed to Federal agencies, academic institutions, and non-governmental agencies such as the National Council on Radiation Protection and Measurement, and the National Research Council which are authorized to conduct research, evaluation, and monitorship.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Papers in file folders, film packets, magnetic/tapes/discs.

Retrievability:

By individual's name and/or SSN.

Safeguards:

Access to all records is restricted to designated individuals having official need therefor in the performance of assigned duties. In addition, access to automated records is controlled by Card Key System, which requires positive identification and authorization.

Retention and disposal:

Personnel dosimetry and bioassay records are permanent. Investigative reports of harmful chemical, biological, and radiological exposures are retained for 30 years. Processed film showing individual exposure is retained 5 years after evaluation and recorded on permanent records. Medical test results are transferred to military members medical records or, in the case of civilians, to their civilian personnel records on reassignments, transfer, or separation.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: DAAG-HGH, Washington, DC 20310. Individual must furnish full name, SSN, dates and locations at which exposed to radiation or radioactive materials, etc., and signature.

Record access procedures:

Individuals desiring access to records in this system pertaining to themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, dosimetry film, Army and/or DOD records and reports.

Exemptions claimed for the system:

None.

A0611.05DAPC

System name:

Individual Gravesite Reservation Files.

System location:

Arlington National Cemetery, Arlington, VA 22211; Soldiers' Home National Cemetery, Washington, DC 20011; Selective Army post cemeteries, the addresses for which may be obtained from the System Manager.

Categories of individuals covered by the system:

Active and former Armed Forces personnel and their dependents who reserved grave plots in either Arlington National Cemetery, Soldiers' Home National Cemetery, or Army post cemeteries prior to 1961.

Categories of records in the system:

Gravesite reservations (DA Forms 2122, s1name, address, number and section of grave reserved, military service, or relationship to service member.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To maintain records of individuals holding gravesite reservations in Army national or post cemeteries made prior to 1961; to conduct periodic surveys to determine validity of such reservations; to respond to inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having official need therefor in the performance of their duties.

Retention and disposal:

Destroyed when gravesite reservation is used or cancelled.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Chief, Memorial Affairs Division, furnishing sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the reservee, his/her representative or next-of-kin; Army records and reports.

Exemptions claimed for the system:

None.

A0614.01NGB

System name:

Equal Opportunity Investigative Files.

System location:

Office of Human Resources (Field Operating Activity) HRA-FOA, 5600 Columbia Pike, Falls Church, VA 22041-5125.

Categories of individuals covered by the system:

National Guard Technicians and military members who file complaints of discrimination or who are involved in such complaints.

Categories of records in the system:

Formal complaints of discrimination; counselors' reports; notification letters to the complainant; affidavits from complainant and/or witnesses; investigative reports; hearings transcript; examiner's findings, recommendations; decisional documents; and similar relevant records.

Authority for maintenance of the system:

Title VI, Civil Rights Act 1964; Pub. L. 92-261.

Purpose(s):

To investigate and resolve complaints of discrimination, provide facts to the Adjutant General of a State for issuing a proposed disposition to a complainant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Equal Employment Opportunity Commission, Washington, DC (see EEOC/GOVT-1 system of records notice). See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name of complainant.

Safeguards:

Records are maintained in secured rooms/cabinets accessible only to designated officials having a need therefor in the performance of assigned duties.

Retention and disposal:

Records are permanent. They are retained in active file until the case is closed, then forwarded to the Washington National Records Center, Suitland, MD.

System manager(s) and address:

Office of Human Resources (Field Operating Activity) HRA-FOA, 5600 Columbia Pike, Falls Church, VA 22041-5125.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System Manager, ATTN: Office of Human Resources (Field Operating Activity) HRA-FOA, 5600 Columbia Pike, Falls Church, VA 22041-5125. Individual should provide his/her full name, current address and telephone number, sufficient details concerning the complaint to facilitate locating the record, and signature.

Record access procedures:

Individuals desiring access to records on themselve should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, investigative reports, witness statements, Army records and reports.

Exemptions claimed for the system:

None.

A0614.03DAPE

System name:

Equal Opportunity and Equal Employment Opportunity Complaint Files.

System location:

Primary System is located at the Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Segments are maintained at the installation or Major Command concerned.

Categories of individuals covered by the system:

Any civilian employee of the Department of the Army or member of the US Army whether on active duty or in the Reserve Components who submits an equal opportunity or equal employment opportunity complaint.

Categories of records in the system:

Individual's complaint, supporting documentation, witness statements investigatory reports, decisional documents, similar relevant records.

Authority for maintenance of the system:

10 U.S.C., section 3012(g).

Purpose(s):

To ensure complaints are properly investigated and appropriate remedial action initiated to correct inequities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By complainant's surname.

Safeguards:

Records are maintained in secured areas, accessible only to designated officials having official need therefor in the performance of assigned duties.

Retention and disposal:

At the primary location, files are permanent. Two years following closing of case, records are retired to the Washington National Records Center, Suitland, MD. Records at other Army locations are destroyed after 2 years.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them exists should write to the System Manager, ATTN: DAPE-HRL-E, providing full name, current address and telephone number, year in which complaint was submitted and installation at which complaint originated, and signature.

Record access procedures:

Individuals desiring access to records concerning themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individual, witnesses, Army records and reports, similar relevant documents.

Exemptions claimed for the system:

None.

A0701.01DAPC

System name:

Classification, Reclassification, Utilization of Soldiers.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Categories of individuals covered by the system:

Current and former Army members in enlisted grades E1 through E9.

Categories of records in the system:

File contains name, SSN, grade, Military Occupational Specialty, evaluation test data, Enlisted Evaluation Report data, and additional information substantiating the soldier's or Army's request for exception to or interpretation of regulatory guidance for the classification, reclassification or utilization of soldiers.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To perform the objective of maintaining a balance of authorization versus requirements by military occupational specialty within each career management field.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessed only by designated officials having official need therefor in the performance of official duties. Building housing records is protected by security guards.

Retention and disposal:

Destroyed after 2 years, by shredding.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DAPC-EP, providing full name, SSN, current address, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army personnel records and reports.

Exemptions claimed for the system:

None.

A0701.02aDAPC

System name:

Qualitative Management Program Appeal File.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Categories of individuals covered by the system:

Enlisted personnel in grades E5 through E9 who have appealed Department of the Army imposed bars to reenlistment.

Categories of records in the system:

File contains name, SSN, pay grade, date of rank, basic active service date, estimated termination of service, primary and secondary military occupational specialties, bar to reenlistment letter, appeal of bar to reenlistment and associated documentation, final determination of appeal by Reenlistment Appeals Board, enlisted efficiency report of selected data elements pertaining to service record of appellant and similar relevant documents.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

Records in this system are used for the management of personnel, year group, and manpower, in order to retain quality soldiers in the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name and SSN.

Safeguards:

Records are protected by physical security devices, guards, and personnel clearances for individuals working with the system.

Retention and disposal:

Records are retained for duration of individual's current enlistment.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records may write to the System Manager, ATTN: DAPC-EP, furnishing full name, SSN, grade, and current address.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure' providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Army records and reports; from appellant.

Exemptions claimed for the system:

None.

A0701.02cDAPC

System name:

Separation Transaction Control/Records Transfer System.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332; US Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249; US Army Reserve Components and Personnel Administration Center, St. Louis, MO 63132.

Categories of individuals covered by the system:

Active duty enlisted personnel separated from military service (excluding active duty for training) and all personnel immediately reenlisting after separation.

Categories of records in the system:

Name, SSN, grade, eligibility for reenlistment, character of separation, separation program designator, date and location of separation, reenlistment, moral waiver and specialty.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To monitor separations of active duty enlisted personnel as a means of enhancing strength and record accountability and reenlistment processing.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/discs.

Retrievability:

By name and/or SSN.

Safeguards:

Records are protected by physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

Retention and disposal:

Separation records are destroyed after 1 year; reenlistment records are destroyed after 45 days; tape file is scratched at end of retention period; disc files are purged.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: DAPC-MSO, furnishing full name, SSN, whether active, retired or separated and, if separated, date of separation.

Record access procedures:

Individuals desiring to access records about themselves should inquire as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From other Army records and reports.

Exemptions claimed for the system:

None.

A0701.02eDAPC

System name:

Major Command Military Personnel Management Reporting System.

System location:

Decentralized to each Major Army Command.

Categories of individuals covered by the system:

Active duty commissioned officers, warrant officers and enlisted personnel assigned or projected for assignment to the major command.

Categories of records in the system:

Name, SSN, sex, race; marital status and dependents; physical category code; component; expiration of term of service; additional pay; date of rank; annual efficiency index; last overseas short tour, procurement actions; unit identification code; Department of Army location, assignment and status codes; permanent change of station date; date joined/departed current command; gaining unit, location, assignment and status codes; reporting date; date returned from overseas; previous unit identification code, assignment and type transfer strength; primary and secondary military occupational specialties (MOS), secondary MOS evaluation score; duty MOS; away without leave data; date agreements and related documents, forms, and correspondence.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

This system extracts data from Officer and Enlisted Personnel Files and records related to organizations, personnel authorized and assigned strength and prepares reports designed to aid major Army commanders in managing military personnel functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, discs, and printouts; microfiche.

Retrievability:

By name, SSN, or other unique identifying characteristics.

Safeguards:

Records are protected by physical security devices, computer hardware and software safeguard features, and personnel clearances for individuals working with the system.

Retention and disposal:

Destroyed after 90 days.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals should inquire of the Commander of the major command where assigned or attached.

Record access procedures:

Written requests should include individual's full name, SSN,current address, and sufficient details to permit locating pertinent records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From automated systems interfaces based on the Headquarters, Department of Army data base.

Exemptions claimed for the system:

None.

A0701.02fDAPC

System name:

Selective/Variable Reenlistment Bonuses.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Army members in enlisted grades E1 through E9.

Categories of records in the system:

Name, Social Security Number, grade, Military Occupational Speciality, documentation substantiating service member's request for accelerated payment of Selective Variable Reenlistment Bonuses (SRB/VRB) for service financial hardship or compelling compassionate reasons, advisory recommendation for Army Board for Correction of Military Records consideration, and similar relevant documents.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To determine if service member is experiencing severe financial hardship so that compelling compassionate reasons exist warranting approval of accelerated payment of SRB/VRB.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly cleared and trained, having official need therefor. Building housing the records is secured during non-duty hours.

Retention and disposal:

Retained for 2 years; then destroyed by shredding.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from the System manager, ATTN: DAPC-EP, 2461 Eisenhower Avenue, Alexandria, VA 22331. Individuals must provide their full name, SSN, and appropriate return address.

Record access procedures:

Individuals desiring access to records on themselves in this system of records should write to the System Manager, providing information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

From the individual, personnel records, other Army records and reports.

Exemptions claimed for the system:

None.

A0702.03aUSAREC

System name:

Enlistment Eligibility Files.

System location:

US Army Recruiting Command, Ft Sheridan, IL 60037.

Categories of individuals covered by the system:

Applicants for the Regular Army who have requested a waiver of moral eligibility for a juvenile or adult felony; determination of medical/Military Occupational Specialty qualifications, determination of Stripes for Skills qualification; exceptions to policy; determination of enlistment eligibility, and prior service personnel requesting a mental retest.

Categories of records in the system:

Individual's request, evaluation documents, decisions, replies concerning approval/disapproval.

Authority for maintenance of the system:

10 U.S.C. 504, 505, 510, and 3012.

Purpose(s):

To make determinations on the moral, medical, and administrative waivers of applicants for the Regular Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessed only by designated individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Destroyed after 2 years, by shredding.

System manager(s) and address:

Commander, US Army Recruiting Command, Ft Sheridan, IL 60037.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: USARCRM-M, furnishing full name, Military Status, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, employers, probation officials, law enforcement officials, school officials, personal references, transcripts, medical records, Army records and reports.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(5) are exempted from subsection (d) of 5 U.S.C. 552a.

A0702.04bDAPC

System name:

Eligibility Determination Files.

System location:

US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132.

Categories of individuals covered by the system:

Applicants for enlistment who require waiver for adult felony; soldiers requesting continuation on active duty who require waiver of certain disqualifications pursuant to Army Regulation 601-210.

Categories of records in the system:

File contains requests for enlistment eligibility or waiver of disqualifications for enlistment/reenlistment, requests for grade determinations, documents reflecting determinations made thereon, copies or extracted items from basic records, transmittals, and suspense documents needed to assure that requests are acted upon in a timely manner.

Authority for maintenance of the system:

10 U.S.C. 333.

Purpose(s):

To evaluate waiver requests, determine appropriate action and render decision, pursuant to Army Regulation 600-200.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared, and trained. Information is housed in buildings employing security guards.

Retention and disposal:

Destroyed after 1 year by shredding.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132. Individual should include his/her full name, SSN, date of separation and service component, if applicable, current address and telephone number, and signature.

Record access procedures: Individuals desiring access to records about themselve should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, official military personnel records; investigative/security dossiers; medical evaluations; Army records and reports.

Exemptions claimed for the system:

None.

A0702.08aDASG

System name:

Army Medical Procurement Applicant Files.

System location:

Primary system exists at the US Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324. Segments are located at Army Medical Department Procurement Counselor Field Offices; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Potential applicants for the Army Medical Department procurement programs, to include applicants for appointment in the Regular Army and US Army Reserve.

Categories of records in the system:

Interview sheets; counselor evaluations; resume; Curriculum Vitae; autobiography; letters of recommendation; selection/nonselection letters; Special Orders; correspondence to, from, and about applicant; Selection Board/Committee results; Statement of Interests; Objectives and Motivation; Letter of Appointment; service agreement.

Authority for maintenance of the system:

10 U.S.C. 3012; 4301.

Purpose(s):

To evaluate an applicant's acceptability and potential for appointment in a component of the Army Medical Department; to evaluate qualifications for assignment to various career areas; to determine educational and experience background for award of constructive service credit; to determine dates of service and seniority; to document service agreement with the US Army; to provide statistical information for effective management of the Army Medical Department Personnel Procurement Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By applicant's surname.

Safeguards:

Records are restricted to designated officials having need therefor in the performance of official duties.

Retention and disposal:

Records of selected applicants are held for 10 years before being destroyed by shredding; those for applicants not selected are held 2 years and then destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324. Individuals should provide his/her full name, SSN, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to record and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; academic transcripts; faculty evaluations; employer evaluations; military supervisor evaluations; American Testing Program; Educational Testing Service; selection board/committee records; prior military service records.

Exemptions claimed for the system:

All portions of this system of records which fall within 5 U.S.C. 552a(k)(5) are exempted from Subsection (d) of 5 U.S.C. 552a.

A0703.04DAPC

System name:

ROTC Applicant/Member Records.

System location:

Headquarters, US Army Training and Doctrine Command, Ft Monroe, VA 23651. Segments of the system exists in Offices of the Professor of Military Science at civilian educational institutions, in ROTC Regional Offices, and at the US Army Military Personnel Center, Alexandria, VA 22332-0400.

Categories of individuals covered by the system:

Persons who apply and are accepted into the Army Reserve Officers Training Corps (ROTC) program.

Categories of records in the system:

Application for appointment, which includes such personal data as name, SSN, date and place of birth, citizenship, home address and telephone number, marital status; dependents; transcripts and certificates of education, training, and qualifications; medical examinations; financial assistance documents; awards; ROTC contract; photograph; correspondence between the member and the Army or other Federal agencies; letter of appointment in Active Army on completion of ROTC status; security clearance documents; official documents such as DA Form 131, DA Form 597, DA Form 61, DA Form 873, SF 88 and SF 93, DD Forms 4/1-4/4, and DOJ Form I-151 if applicable.

Authority for maintenance of the system:

10 U.S.C. 2101-2111.

Purpose(s):

These records are used in the selection, training, and commissioning of eligible ROTC cadets in the Active Army and Reserve Forces and for personnel management, strength accounting, and manpower management purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Federal Aviation Administration to obtain flight certification and/or licensing; to the Veterans Administration for member Group Life insurance and/or other benefits.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders; punched cards; microfilm/fiche; magnetic tape, drum, or disc.

Retrievability:

By name, or SSN.

Safeguards:

All records are maintained in areas accessible only to authorized personnel who have official need therefor in the performance of their assigned duties. Automated records are further protected by assignment of users identification and password edits to protect the system from unauthorized access and to restrict each user to specific files and data elements. User identification and passwords are changed at random times; control data are maintained by the system manager in a sealed envelope in an authorized safe.

Retention and disposal:

DA Form 131 is retained in the ROTC unit for 5 years after cadet leaves the institution or is disenrolled from the ROTC program. Following successful completion of ROTC and academic programs and appointment as a commissioned officer with initial assignment to active duty for training, copy of pp. 1 and 2 are reproduced and sent to the commandant of individual's basic branch course school. Records of rejected ROTC are destroyed. Other records mentioned in preceding paragraphs are destroyed if not required to become part of individual's Military Personnel Records Jacket.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC member.

Record access procedures:

Individuals should address requests as indicated in 'Notification procedure', furnishing full name, current address and telephone number, and definitive description of information sought.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, civilian educational institutions, official Army records addressing entitlement status, medical examination and treatment, security determination, and attendance and training information while an ROTC cadet.

Exemptions claimed for the system:

None.

A0704.04bUSMEPCOM

System name:

U.S. Military Entrance Processing Reporting System.

System location:

Primary system is located at the US Military Entrance Processing Command (USMEPCOM) 2500 Green Bay Road, North Chicago, IL 60064-3094. Segments exist at 73 locations at Military Entrance Processing Command sector headquarters and individual Military Entrance Processing Stations (MEPS) in the United States. Addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

All individuals who report to a Military Entrance Processing Station to be aptitudinally tested and/or physically examined to determine their fitness for entry into one of the Armed Services.

Categories of records in the system:

Various personnel data, such as individual's name, SSN, date and place of birth, home address and telephone number, results of aptitude tests, physical examination, and relevant documentation concerning individual's acceptance/rejection for military service.

Authority for maintenance of the system:

10 U.S.C. 505, 511; 50 U.S.C. 451-473; E.O. 9397.

Purpose(s):

To determine qualifications of applicants for the Armed Forces through aptitude testing, medical examination, and administrative processing; to determine patterns and trends in the military population, and for statistical analyses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is disclosed to the Selective Service System to update the SSS registrant data base. Information may also be disclosed to local and state government agencies for compliance with laws and regulations governing control of communicable diseases and National Guard for performance of its duties. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, magnetic tapes/discs.

Retrievability:

By SSN and by name.

Safeguards:

All data are retained in locked file rooms/compartments with access limited to personnel designated having an official need therefor. Access to computerized data is by use of a valid user ID and password code assigned to the individual video display terminal (VDT) operator and is changed periodically to avoid compromise. Data entry is accomplished via VDT on-line with each stations central processor transmitted to the host computer daily via telephonic communications. Physical access to computer files is controlled by keys known only to USMEPCOM personnel assigned to data base management.

Retention and disposal:

Each Military Entrance Processing Station retains a copy of reporting system source documents for each enlistee for 60 days after shipment or 10 months from date of enlistment, whichever comes first, after which they are destroyed. For all other applicants, each station retains, if applicable, a copy of the Report of Medical Examination with supporting documentation, the Report of Medical History, and any other reporting system source documents, for a period not to exceed 2 years, after which they are destroyed. Originals or copies of documents are filed permanently in the Official Military Personnel Files for acceptable applicants and transferred to the gaining Armed Service. Information relating to individuals who become seriously ill or are injured while at the MEPS or were found disqualified for a condition considered dangerous to the individual's health if left untreated are retained for 7 years.

System manager(s) and address:

Commander, US Military Entrance Processing Command, 2500 Green Bay Road, North Chicago, Il 60064-3094.

Notification procedure:

Individuals desiring to know whether this system of records contains information on them should write to the System Manager, furnishing their full name, SSN, date and location of the Military Entrance Processing Station where the testing or examination occurred, and signature.

Record access procedures:

Individuals desiring access to records concerning them should write to the System Manager, furnishing information identified under 'Notification procedure'. On personal visits, individual should provide acceptable identification such as valid driver's license, employer identification card, building pass, etc.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, physicians, results of tests, Federal/State/local law enforcement activities/agencies.

Exemptions claimed for the system:

None.

A0704.06bTRADOC

System name:

Army Reserve Officers Training Corps LEADS Referral Card System.

System location:

Primary system exists at LCS Industries, 10 Pelham Parkway, Pelham Manor, NY 10803. Segments exist at Ayer Direct, 1345 Avenue of the Americas, New York, NY 10019; Headquarters, U.S. Army Training and Doctrine Command, Ft Monroe, VA 23561; Army ROTC Region Headquarters and ROTC Instructor Group staffs.

Categories of individuals covered by the system:

Potential enrollees in the Senior ROTC program.

Categories of records in the system:

Individuals name, address and telephone number, SSN, high school graduation date, colleges planning to attend, and enrollment information following recruitment follow-up actions.

Authority for maintenance of the system:

10 U.S.C., chapter 103, sections 2101-2111.

Purpose(s):

To provide central roster of potential prospects for enrollment in the Senior ROTC, assist prospects by providing information concerning educational institutions having ROTC programs, or information regarding other Army enlistment, reserve, or National Guard Programs; to render recruitment management information reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file cabinets; magnetic tapes, discs, computer printouts.

Retrievability:

By prospect's surname.

Safeguards:

Records are maintained in secured areas, within protected buildings, and accessible only by designated authorized persons having official need therefor.

Retention and disposal:

Records are retained for 2 years and then destroyed.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: ODCSROTC (ATRO-AM), Ft Monroe, VA 23651. Individual should provide full name, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Magazines, newspapers, and poster advertising coupons; mailback reply cards; letters; walk-ins; referrals from parents, relatives, counselors, teachers, coaches, friends, associates, college registrars, dormitory directors, national testing organizations, honor societies, Boys' Clubs, Boy Scout organizations, Future Farmers of America, minority and civil rights organizations, fraternal and chruch organizations, neighborhood youth centers, YMCA, YWCA, social clubs, athletic clubs, Boy's State/Boys' Nation, scholarship organizations, previous employers, trade organizations, and other agencies and commands comprising the Department of Defense.

Exemptions claimed for the system:

None.

A0704.06DAPE

System name:

Army Recruiting Prospect System.

System location:

Army recruiting stations, brigades, and divisions; addresses may be obtained from the Commander, US Army Recruiting Command, Ft Sheridan, IL. Enlistment inquiries generated by public advertising and follow-up data are maintained by Army contractor Market Compilation and Research Bureau, Inc.

Categories of individuals covered by the system:

Prospects for Army enlistment, individuals who have asked to be excluded from Army promotional mailing, third parties who refer names of prospects to recruiters or who are influential in the recruiting effort.

Categories of records in the system:

Name, SSN, home address and telephone number, schools attended, arrest record, names and addresses of prospective enlistee. On acceptance, applicant's record includes information furnished by the Military Enlistment Processing Command reflecting examination results. Also included are name, address and/or telephone number of third parties who are influential in the recruiting program, e.g., city/state officials, Chamber of Commerce members, university/college/high school staff and faculty.

Authority for maintenance of the system:

10 U.S.C. 503, 504, 510 and 3012.

Purpose(s):

These records are used by the Department of the Army: (1) To review an individual's potential for enlisting; (2) to obtain school quotas for potential enlistee's skills/ educational/assignment preferences and objectives; (3) to monitor recruiter performance; (4) for personnel management, statistical, and historical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, cards, magnetic tapes, mini-diskettes/discs.

Retrievability:

By name or SSN of the prospective enlistee, inquirer, recruiter, or third party referring agent.

Safeguards:

Information in this system is maintained in locked storage areas available only to designated individuals having need therefor in the performance of official duties. Personal information on prospects which is entered into the Joint Optical Information Network - a stand-alone data processor - restricts access to specially assigned recruiter ID/program codes. Administrative, physical and technical safeguards employed by the Recruiting Command and its contractor are commensurate with the sensitivity of personal data to ensure preservation of integrity and to preclude unauthorized use/disclosure.

Retention and disposal:

Information furnished by a prospective enlistee is retained until 3 months following end of enlistee's initial term of service, after which it is destroyed or erased; information concerning individuals who provide names of prospects is retained until no longer needed; information on prospects not enlisted is destroyed/erased at the end of each calendar year following that in which collected.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to inquire whether this system contains information about them should write to the commander of the recruiting station to which information was provided, or to the Commander, US Army Recruiting Command, Ft Sheridan, IL 60037. Individual must provide full name, SSN, details that will assist in locating the records, and signature.

Record access procedures:

Individuals seeking access to information from this system should furnish information in 'Notification procedure' above.

Contesting record procedures:

The Army's rules for acces rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, high school officials/yearbooks/directories, law enforcement agencies, third parties who provide prospect leads, relevant Army records/reports, influential community officials.

Exemptions claimed for the system:

None.

A0704.10aUSAREC

System name:

Recruiter Impropriety Case Files.

System location:

US Army Recruiting Command, Ft Sheridan, IL. Segments exist at recruiting brigades and divisions, the addresses of which may be obtained from the System Manager.

Categories of individuals covered by the system:

Recruiters against whom improprieties or irregularities have been alleged.

Categories of records in the system:

Recruiter's name, SSN, duty station; report of alleged impropriety or misconduct; report of investigation; findings, recommendations; decisional documents; resultant personnel actions; similar relevant documents.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To review recruiter improprieties and determine appropriate and necessary action, including reassignment, MOS reclassification, and/or disciplinary measures. Statistical information is used as a basis for modifying recruiting policies and practices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

By surname of person against whom allegations have been made.

Safeguards:

Records are maintained in secured areas accessible only to designated individuals having official need therefor, within buildings protected by security guards.

Retention and disposal:

Records at the US Army Recruiting Command are destroyed after 3 years; those at recruiting brigade and division levels are destroyed after 2 years.

System manager(s) and address:

Commander, US Army Recruiting Command, Ft Sheridan, IL 60037.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this System of records may write to the System Manager. Individual should furnish full name, address and telephone number, military status, sufficient details concerning the event or incident to permit locating the records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From US Army Criminal Investigation Command reports of investigation; other Army records and reports.

Exemptions claimed for the system:

None.

A0704.10bUSMEPCOM

System name:

ASVAB Student Test Scoring and Reporting System.

System location:

Primary System is located at the U.S. Military Entrance Processing Command, 2500 Green Bay Road, North Chicago, IL 60064-3094. Segments exist at Military Entrance Processing Stations (MEPS), participating school systems, state departments of education/ testing agencies; Air Force Human Resources Laboratory, Brooks Air Force Base, TX 78236; Defense Manpower Data Center, Monterey, CA 93940; all service recruiters/recruiting commands.

Categories of individuals covered by the system:

High School, job corps, college, and other students who have been administered the student version of the Armed Services Vocational Aptitude Battery (ASVAB).

Categories of records in the system:

Individual's name, SSN, address and telephone number, date of birth, sex, ethnic group identification, grade, booklet number of ASVAB test, individual's plans after graduation, and individual item responses to each of the 10 ASVAB subtests.

Authority for maintenance of the system:

10 U.S.C. 133 and 3012, E.O. 9397.

Purpose(s):

To compute and furnish test score products for career/vocational guidance and group assessment of aptitude test performance; to establish eligibility for enlistment and verify enlistment and placement scores and retest eligibility; for marketing evaluation, assessment of manpower trends and characteristics; and related statistical studies and reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfiche, optical mark sense answer sheets, computer magnetic tapes.

Retrievability:

By individual's name and Social Security Number (SSN).

Safeguards:

Records are maintained in locked rooms or filing cabinets, accessible only to authorized personnel having need therefor in the performance of official duties. Information in automated media is further protected by user identification and manual controls .

Retention and disposal:

Records are maintained for 2 years from the date the Armed Services Vocational Aptitude Battery (ASVAB) is administered. Research data mantained by contractors for longer periods require segregation of personal identifying information and test score data, with analyses performed using only summary statistics. Personal identifying iformation is also erased from data residing at the Defense Manpower Data Center.

System manager(s) and address:

Commander, US Military Entrance Processing Command, 2500 Green Bay Road,

Notification procedure:

Information may be obtained from the Military Entrance Processing Stations (MEPS). Individual should provide his/her full name, SSN, date tested, address at the time of testing, and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system should inquire of the MEPS providing information specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; ASVAB tests.

Exemptions claimed for the system:

Portions of this system which fall within the purview of 5 U.S.C. 552a(k)(6) are exempt from subsection (d) of 5 U.S.C. 552a.

A0704.11DAPC

System name:

Recruiter Identification/Assignment Records.

System location:

US Army Recruiting Command, Ft Sheridan, IL 60037.

Categories of individuals covered by the system:

Soldiers who are considered for, are assigned, or have been assigned to recruiting duty.

Categories of records in the system:

Name, SSN, rank, MOS, qualifications; duty station preference, unit of assignment and reporting date; recruiter identification number; if either not selected for or relieved from recruiting duty, record includes reasons therefor and other relevant information.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

To evaluate recruiter production, assign recruiting objectives, ensure that previously relieved recruiters are not assigned to recruiting duties, and to render personnel and management reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tapes and printouts; paper records.

Retrievability:

By individual's surname and four digit recruiter identification number.

Safeguards:

Records are maintained in area accessible only to properly screened and trained personnel having official need therefor; paper records are stored in locked file cabinets.

Retention and disposal:

Both automated and manual records are retained so long as individual is assigned to recruiting duty and for 6 years thereafter, following which records are destroyed by erasing and/or shredding.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Individuals desiring to know whether or not information exists on them in this system of records may inquire of the Commander, US Army Recruiting Command, ATTN: Director, Personnel, Administration and Logistics, Ft Sheridan, IL 60037, furnishing their full name, SSN, military status, duty or home address, and signature.

Record access procedures:

Individuals desiring access to their records should follow guidance in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From US Army Military Personnel Center (Enlisted Distribution Division), individual's unit commander, other Army records and reports.

Exemptions claimed for the system:

None.

A0705.01DAPC

System name:

Officer Appointment Files.

System location:

Primary system exists at the US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Segments exist at Army installations and commands.

Categories of individuals covered by the system:

Applicants for appointment in the US Army or US Army Reserves.

Categories of records in the system:

Individual applications for appointment as a warrant or commissioned officer, evaluation reports, supplemental information regarding qualifications, notification of acceptance/rejection and similar relevant documents and reports.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To determine acceptability of applicants into the Army officer ranks.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfiche.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in controlled areas accessible only to designated having official need therefor in the performance of their duties.

Retention and disposal:

Records are destroyed after 1 year.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Army installation to which application was sent, or to the System Manager. Individual should provide his/her full name, SSN, date of application, place to which sent, and any other information that will assist in locating the record.

Record access procedures:

Individuals should submit a written request as specified in 'Notification Procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; extracts from personnel records; forms, documents, and related papers originated by or received in Army offices.

Exemptions claimed for the system:

None.

A0706.02DACF

System name:

Departure Clearance Files.

System location:

Administrative offices of Army Staff agencies, field operating commands, installations, or activities, Army-wide.

Categories of individuals covered by the system:

All Army military and civilian personnel.

Categories of records in the system:

DA Form 137 (Installation Clearance Record), copy of receipts or documents evidencing payment of telephone bills, return of material held on memorandum receipt, and similar clearance matters.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To verify that an individual has obtained clearance from the Army Staff agency or installation's facilities and has accomplished his/her personal and official obligations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By surname of departing individual.

Safeguards:

Information is accessed only by designated person having official need therefor.

Retention and disposal:

Destroyed after 1 year.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Information may be obtained from the administrative office of the installation/activity to which the individual had been assigned. Individual should provide full name, date of departure, location of last employing office, and signature.

Record access procedures:

Individuals desirinrds about themselves should inquire as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records and reports.

Exemptions claimed for the system:

None.

A0707.05DACF

System name:

Privilege Card Application Files.

System location:

Major Army commands, field operating agencies, installations and activities, Army-wide.

Categories of individuals covered by the system:

Military dependents, foreign military personnel, civilian employees of the Department of the Army assigned overseas or residing on a military installation within the United states, civilian employees under private or Government contract with the US Army and their dependents, civilians of foreign nations on duty in the US at invitation of Department of Defense.

Categories of records in the system:

Application for an identification card.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To maintain a record of identification cards issued.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records/cards in filing cabinets.

Retrievability:

By applicant's surname, SSN.

Safeguards:

Records are maintained in secured areas accessible only by authorized persons having official need therefor.

Retention and disposal:

Applications are maintained until either the identification card expires, is replaced or is no longer required.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Information may be obtained from the issuing authority by furnishing full name, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; sponsor's personnel records.

Exemptions claimed for the system:

None.

A0708.01aDAPC

System name:

Military Personnel Records Jacket Files (MPRJ).

System location:

Active and Reserve Army Commands/field operating agencies, installations, activities.

Categories of individuals covered by the system:

Enlisted, warrant and commissioned officers on active duty in the US Army; enlisted, warrant and commissioned officers of the US Army Reserve in active reserve (unit or non-unit) status; retired persons; commissioned/warrant officers separated after June 30, 1917 and enlisted personnel separated after October 31, 1912.

Categories of records in the system:

Records reflecting qualifications, emergency data, enlistment and related service agreement/extension/active duty orders; military occupational specialty evaluation data; group life insurance election; record of induction; security questionnaire and clearance; transfer/discharge report; language proficiency questionnaire; police record check; statement of personal history; application for ID; VA compensation forms and related papers; dependent medical care statement and related forms; training and experience documents; survivor benefit plan election certificate; efficiency reports; application/nomination for assignment; achievement certificates; record of proceeding and appellate or other supplementary actions, Article 15 (10 U.S.C., section 815); weight control records, personnel screening and evaluation records; application/prior service enlistment documents; certificate barring reenlistment; waivers for enlistment; physical evaluation board summaries; service record brief; Army School records; classification board proceedings; correspondence relating to badges, medals, and unit awards, including foreign decorations; correspondence/letters/administrative reprimands/censures/admonitions relating to apprehensions/confinement/discipline; dependent travel and movement of household goods; personal indebtedness correspondence and related papers; documents relating to proficiency pay, promotion, reduction in grade, release, retirement temporary duty, individual flight records, physical examination records, aviator flight record, instrument certification papers, duty status, leave, and similar relevant matters.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

Personnel records are created and maintained to: (1) Manage the member's Army Service effectively, (2) document historically the member's military service, and (3) safeguard the rights of the member and the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health and Human Services; Department of Education; Department of Labor; Department of State; Department of The Treasury; Department of Transportation; Federal Aviation Agency; National Transportation Safety Board; American Battle Monuments Commission; Veterans Administration; Federal Communications Commission; US Postal Service; Office of Personnel Management; Selective Service System; Social Security Administration; county and city welfare organizations when information is required to consider applications for benefits; penal institutions when the individual is a patient or an inmate; State, county and city law enforcement authorities.

Information may also be disclosed to patriotic societies incorporated pursuant to Title 36 U.S.C. in consonance with their respective corporate missions when use of information is in furtherance of the welfare, morale, or mission of the service members of the Army.

Note: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name.

Safeguards:

All records are maintained in secured areas, accessible only to designated individuals whose official duties require access; they are transferred from station to station in personal possession of the individual whose record it is or, when this is not feasible, by US Postal Service.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Information may be obtained from the commander of the organization to which the service member is assigned; for retired and non-unit reserve personnel, information may be obtained from the US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132; for separated and deceased personnel, contact the National Personnel Records Center, GSA, 9700 Page Boulevard, St Louis, MO 63132.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing their full name, service identification number, current address and telephone number, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, educational and financial institutions, law enforcement agencies, personal references provided by the individual, Army records and reports, third parties when information furnished relates to the service member's status.

Exemptions claimed for the system:

None.

A0708.01bNGB

System name:

Army National Guard Automated Personnel Reporting System.

System location:

Primary system is located at National Guard Bureau, 5611 Columbia Pike, Falls Church, VA 22041. Segments exist at offices of the Adjutants General of each State, Puerto Rico, the Virgin Islands, and the District of Columbia, and units of the Army National Guard not on active duty. Addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Members of the Army National Guard.

Categories of records in the system:

Data relating to individual's service, extracted from his/her military personnel records jacket, financial records data folder, health records, and includes statement of service, qualifications, group life insurance election, application for appointment, enlistment data, medical examination report; active duty report, record of retirement points, academic reports, efficiency evaluation reports, oath of enlistment extension, temporary disability record, change of name, acknowledgement of service requirements, report of proceedings of physical fitness boards, birth certificate, citizenship statement and status, record of security clearance/academic transcripts, flight record, Federal recognition orders, documents related to promotion or non-selection, correspondence and/or orders relating to dependents, interservice actions, assignments, details, awards, pay entitlements, releases, transfers; and similar data.

Authority for maintenance of the system:

10 U.S.C. 275.

Purpose(s):

To provide information necessary to enable computation of pay for members of the Army National Guard paid by the Joint Uniform Military Pay System; to provide suspense data to assure timely completion of individual personnel actions; to provide selective lists of individuals for specialized duties or training; for statistical and other management studies and reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Veterans Administration, and/or the Social Security Administration. (Note: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/discs.

Retrievability:

By name, SSN.

Safeguards:

Access to data storage area and distribution of printouts is controlled. Approval of functional manager must be obtained before data may be retrieved or distributed.

Retention and disposal:

Data on enlisted personnel are destroyed 1 month after individual is separated from the Army National Guard, for commissioned officers and warrant officers, data are retained indefinitely.

System manager(s) and address:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not informstion on them exists in this system of records should inquire of the System Manager, ATTN: Chief, Army National Guard. Individual should provide his/her full name, service identification number, current military status, present address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should submit a written request as indicated in 'Notification procedure', furnishing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her personnel and pay files, other Army records and reports.

Exemptions claimed for the system:

None.

A0708.01cNGB

System name:

Military Personnel Records Jacket (NGB)

System location:

Each National Guard Armory in all States, Puerto Rico, the Virgin Islands, and the District of Columbia.

Categories of individuals covered by the system:

All members of the Army National Guard not on active duty.

Categories of records in the system:

Records reflect individual's service agreement, emergency data, qualifications, active duty orders; military occupational specialty evaluation data report, group life insurance election, security questionnaire and clearance; transfer/discharge reports, license application, language proficiency questionnaire, police record check, statement of personal history, identification card application, Veterans Administration compensation forms and related documents; dependent medical care statement and related forms, training and experience records, survivor benefit plan election certificate, efficiency report, application/nomination for assignment, achievement certificates, record of proceedings and appellate or other supplementary actions, Article 15 (10 U.S.C., section 815), weight control record, personnel screening and evaluation record, change of name statement, prior service enlistment documents; certificate barring reenlistment, waivers for enlistment, physical evaluation board summaries service, record brief, Army school records, classification board proceedings, correspondence relating to badges, medals, and unit awards, including foreign decorations, correspondence/letters/administrative reprimands/censures/ admonitions relating to apprehensions/confinement/discipline, dependent travel and movement of household goods, adverse suitability information, personal indebtedness correspondence and related papers, documents relating to proficiency pay, promotion, reduction in grade, release, retirement, temporary duty, individual flight records, physical examination records, aviator flight records, instrument certification, duty status, leave, and similar relevant matters.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 275 and 3012.

Purpose(s):

These records are created and maintained to: (1) Manage the member's National Guard Service effectively, (2) document historically the member's military service, and (3) safeguard the rights of the member and the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health and Human Services; Department of Education; Department of Labor; Department of State; Department of the Treasury; Department of Transportation; Federal Aviation Agency; National Transportation Safety Board; American Battle Monuments Commission; Veterans Administration; Federal Communications Commission; US Postal Service; Office of Personnel Management; Selective Service System; Social Security Administration; State, county and city welfare organizations when information is requred to consider applications for benefits; penal institutions when the individual is a patient or an inmate; State, county and city law enforcement authorities.

(Note: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name.

Safeguards:

Records maintained in areas accessible only to authorized personnel having need therefor in the performance of official business. The Military Personnel Records Jacket is transferred from station to station in the personal possession of the individual whose record it is, or by US Postal Service.

Retention and disposal:

Data are retained until updated or service of individual is terminated. Following separation, record reverts to State status not subject to the Privacy Act and is retained indefinitely in appropriate State depository.

System manager(s) and address:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the commander of the unit to which the Army National Guard member is assigned; for retired and separated personnel, information may be obtained from the Office of the Adjutant General of each State, Puerto Rico, the Virgin Islands, or the District of Columbia, as appropriate.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing the information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, educational and financial institutions, law enforcement agencies, personal references provided by the individual, Army records and reports, third parties when information furnished relates to the service member's status.

Exemptions claimed for the system:

None.

A0708.02aDAPC

System name:

Official Military Personnel File.

System location:

Primary: Personnel Information Systems Directorate, U.S. Army Military Personnel Center (MILPERCEN), 200 Stovall St., Alexandria, VA 22332.

Secondary: U.S. Army Enlisted Records and Evaluation Center; U.S. Army Reserve Components Personnel and Administration Center; and National Personnel Records Center, General Services Administration.

An automated index exists at the U.S. Army Reserve Components Personnel and Administration Center showing physical location of the Official Military Personnel File of retired and separated service members.

Categories of individuals covered by the system:

Each individual on active duty in the U.S. Army in enlisted, appointed, or commissioned status; and each individual who was an enlisted, appointed, or commissioned member of the U.S. Army and who was completely separated by discharge, death, or other termination of his/her military status.

Categories of records in the system:

Records include enlistment contract; Veterans Administration benefit forms; physical evaluation board proceedings; military occupational specialty data; statement of service; qualification record; group life insurance election; emergency data; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks, consent/declaration of parent/guardian; Army ROTC supplemental agreement; award recommendations; academic reports; casualty reports; US field medical card; retirement points, deferment; preinduction processing and commissioning data; transcripts of military records; summary sheets review of conscientious objector; election of options; oath of enlistment; enlistment extensions; survivor benefit plans; efficiency reports; records of proceeding, Title 10 U.S.C., Section 815 appellate actions; determinations of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; acknowledgments of service requirements; retired benefits; application for review by physical evaluation board and disability board; appointments; designations; evaluations; birth certificates; photographs; citizenship statements and status; educational constructive credit transcripts; flight status board reviews; assignment agreements/limitations/waivers/election and travel; efficiency appeals; promotion/reduction recommendations/approvals/ declinations/announcements/notifications/reconsiderations/worksheets/ elections/letters of notification to deferred officers and promotion passover notifications; absence without leave and desertion records; FBI reports; SSA correspondence; miscellaneous correspondence, documents, and military orders relating to military service including information pertaining to dependents, inter-service action, in-service details, determinations, reliefs, component; awards, pay entitlements, releases, transfers, and other military service data.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

These records are created and maintained to: (a) Manage the member's Army service effectively, (b) document historically a member's Military Service, and (c) safeguard the rights of the member and the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of State: To issue passport/visa; to document persona-non-grata status, attache assignments, and related administration of personnel assigned and performing duty with the Department of State.

Department of Treasury: To issue bonds; to collect and record income taxes.

Department of Justice: To file fingerprints; to perform investigative and judicial functions.

Department of Agriculture: To coordinate matters related to its advanced education program.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health and Human Services: To provide services authorized by medical, health, and related functions authorized by Title 10 U.S.C., Sections 1074 thru 1079.

Nuclear Regulatory Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and service functions including blood donor programs and emergency investigative support and notifications.

Civil Aeronautics Board: To accomplish flight qualifications, certification and licensing actions.

Federal Aviation Agency: To determine rating and certification (including medical) of in-service aviators.

General Services Administration: For records storage and archival services and for printing of directories and related material which includes personal data.

US Postal Service: To accomplish postal service authorization involving postal officers and mail clerk authorizations.

Veterans Administration: To provide information relating to service, benefits, pensions, in-service loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to alien registration, and annual residence/location.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each of the several States, and US possessions: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, tests, and related requirements incident to in-service education programs in compliance with Title 10 U.S.C., Chapters 102 and 103.

Social Security Administration: To obtain or verify Social Security Account Number; to transmit Federal Insurance Compensation Act deductions made from members' wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to inter-service relationships between US Coast Guard and US Army when service members perform duty with the USCG.

Civil authorities: For compliance with Title 10 U.S.C., Section 814.

US Information Agency: To investigate applicants for sensitive positions pursuant to Executive Order 10450.

Federal Emergency Management Agency: To facilitate participation of Army members in civil defense planning, training, and emergency operations pursuant to the military support of civil defense as prescribed by DOD Directive 3025.10 and Army Regulation 500-70.

Director of Selective Service System: Report of Non-Registration at Time of Separation Processing, of individuals who decline to register with Selective Service System. Such report will contain name of individual, date of birth, Social Security Number, and mailing address at time of separation.

Other elements of the Federal Government pursuant to their respective authority and responsibility.

Military Banking Facilities Overseas: Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

NOTE--Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., Section 1175 and 42 U.S.C., Section 4582. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket 'routine uses' identified in 48 FR 25503 do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfiche stored randomly in electro-mechanical storage/retrieval devices. Temporary files consist of paper records in file folders; selected data automated for management purposes on tapes, disks, cards, and other computer media.

Retrievability:

Alphabetically by surname; automated data retrievable by name, SSN, or ADP parameter; records of reserve, retired, and deceased persons retrieved by SSN terminal digit sequence.

Safeguards:

Records are maintained in areas accessible only to authorized personnel; automated records are further protected by authorized password system for access terminals, controlled access to operations locations, and controlled output distribution.

Retention and disposal:

Microfiche and paper records are permanent; retained in active file until termination of service, following which they are retired to the U.S. Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132.

System manager(s) and address:

Commander, U.S. Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Inquiries for records of commissioned or warrant officers (including members of Reserve Components) serving on active duty should be sent to the System Manager.

Inquiries for records of enlisted members (including members of Reserve Components serving on active duty) should be sent to: Commander, US Army Enlisted Records and Evaluation Center, Ft. Benjamin Harrison, IN 46249.

Inquiries for records of commissioned officers or warrant officers in a reserve status not on active duty, or Army enlisted reservists not on active duty, or members of the National Guard who performed active duty, or commissioned officers, warrant officers, or enlisted members in a retired status should be sent to: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

Inquiries for records of commissioned officers and warrant officers who were completely separated from the service after June 30, 1917, or enlisted members who were completely separated after October 31, 1912 should be sent to: Chief, National Personnel Records Center, General Services Administration, 9700 Page Boulevard, St. Louis, MO 63132.

Record access procedures:

Individuals desiring access to their record must provide full name, service identification number, SSN, military status, and mailing address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Enlistment, appointment, or commission related forms pertaining to individual's military status; academic, training, or qualifications records acquired prior to or during military service; correspondence, forms, records, documents, and other relevant papers in Department of the Army, other Federal agencies, or state and local governmental entities; civilian education and training institutions; and members of the public when information is relevant to the Service Member.

Exemptions claimed for the system:

None.

A0708.02bNGB

System name:

Official Military Personnel File (Army National Guard).

System location:

National Guard Bureau, 5611 Columbia Pike, Falls Church, VA 22041.

Categories of individuals covered by the system:

Each commissioned or warrant officer in the Army National Guard not on active duty.

Categories of records in the system:

Records include enlistment contract, physical evaluation board proceedings; Military Specialty Report; statement of service; qualification record; group life insurance election; emergency data form; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire and clearance; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks; consent/declaration of parent/guardian; award recommendations; academic reports; casualty reports; field medical card; retirement points; deferment; preinduction processing and commissioning data; transcripts of military records; survivor benefit plans; efficiency reports; records of proceedings, 10 U.S.C., section 815 and appellate actions; determination of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; retired benefits; application for review by physical evaluation board; birth certificate; photographs; citizenship statements and status; educational transcripts; flight status board reviews; efficiency appeals; promotion/reduction recommendations/ approvals/declinations/announcements/notifications/reconsiderations; notification to deferred officers and promotion passover notifications; absence without leave and desertion records; FBI reports; Social Security Administration correspondence; miscellaneous correspondence, documents, and orders relating to military service including information pertaining to dependents, inter or intraservice details, determinations, reliefs; pay entitlements, releases, transfers; and other relevant documents.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 275 and 3012.

Purpose(s):

These records are created and maintained to: (1) Manage the member's Army National Guard service effectively, (2) document historically the member's military service, (3) safeguard the rights of the member and the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

Department of State: To issue passport/visa; to document persona-non-grata status, attache assignments, and related administration of personnel assigned and performing duty with the Department of State.

Department of Justice: To file fingerprint cards; to perform intelligence function.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health and Human Services: To provide services authorized by medical and health functions authorized by 10 U.S.C., sections 1074-1079.

Atomic Energy Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and complete service functions including blood donor programs and emergency investigative support and notifications.

Federal Aviation Agency: To obtain flight certification and licenses.

General Services Administration: For records storage, archival services, and for printing of directories and related material requiring personal data.

US Postal Service: To accomplish postal service authorization.

Veterans Administration: To provide information relating to benefits, pensions, in-service loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to in-service alien registration, and annual residence information.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each State and US possession: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in State bureaus of vital statistics; and for National Guard affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, Graduate Record Examination tests requirement, and related school requirements incident to in-service education programs in compliance with 10 U.S.C., Chapters 102 and 103.

Social Security Administration: To obtain or verify Social Security Account Numbers; to transmit Federal Insurance Compensation Act deductions made from in-service members' wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to inter-service relationships between US Coast Guard and Army National Guard when service members perform duty with the US Coast Guard elements or training activities.

Civil Authorities: For compliance with 10 U.S.C., section 814.

NOTE-Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175 and 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, as amended, in regard to accessibility of such records except to the individual to whom the record pertains. Blanket routine uses do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; selected data automated via magnetic tape, disc for management purposes.

Retrievability:

By individual's surname, SSN.

Safeguards:

Records are maintained in secured areas accessible only to authorized personnel; automated media protected by authorized password system for access terminals, controlled access to operation rooms, and controlled output distribution.

Retention and disposal:

Permanent. Records are retained in active file until termination of individual's service or transfer to the US Army Reserve, at which time records are transferred to the custody of the Commander, US Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132.

System manager(s) and address:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the System Manager. Individual should provide his/her full name, service identification number, current or former military status, appropriate home address, and signature.

Record access procedures:

Individuals desiring access to records about them should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, educational and financial institutions, law enforcement agencies, personal references provided by the individual, Army records and reports, third parties when information furnished relates to the Service member's status.

Exemptions claimed for the system:

None.

A0708.02cDAPC

System name:

Officer Personnel Management Information System (OPMIS).

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Categories of individuals covered by the system:

Individuals projected for entrance into the Army officer corps; Army officer and warrant officer personnel projected to enter on active duty, separated, or in retired status; individuals, civilian and military, who serve as senior rating officials on the officer evaluation reports (OERs) of Army officers.

Categories of records in the system:

(1) Officer Master File (OMF) contains name, SSN, grade and date of rank, appointment and service agreement, service data and date, promotion, assignment, qualifications, specialties, efficiency, education and training, occupation, language, career pattern, awards and badges, physical location, separation, retirement, date and place of birth, race, religion, ethnic group, dependents, sex, citizenship, marital status, and mailing address.

(2) Management Accession Information System (AMIS) contains selected information from the OMF, date of entry on active duty, personal demographic data, and assignment information.

(3) Assignments and Training Selection for ROTC graduates contains selected information from the OMF, the cadet's preference statement for specialty (branch), duty and initial training; Reserve Forces duty or delay selection, Regular Army selection, and branch selection.

(4) Officer Evaluation Reporting System (OERS) contains selected information from the OMF; selection board status; OER suspense indicator for action being taken to obtain missing or erroneous OER; selected information for each of the last ten OERs; and the name, SSN, and rating history of each individual, military and civilian, who has served as the senior rating official for an active duty Army officer.

(5) Officer Distribution and Assignment System (ODAS) contains selected information from the OMF, projected assignment information for officers and warrant officers who are being reassigned.

(6) Reserve Officer Training Corps (ROTC) Instructor File contains selected information from the OMF and the following information pertaining to ROTC instructors: ROTC detachment, duty station, date assigned to ROTC detachment, date projected to be reassigned.

(7) Officer Civil Schools Management Information System (CSMIS) contains the following selected information from the OMF and the following information concerning officer and warrant officer personnel participating or who have participated in the Army sponsored degree completion program: School attended, start and completion dates, degree level and discipline, and Army Education Requirements Board (AERB) positions.

(8) Army Education Requirements Board (AERB) File contains selected information from the OMF for officer and warrant officer personnel who are serving or are projected to serve in an AERB approved position requiring graduate level education.

(9) USMA Potential Instructor File contains selected information from the OMF and the following information pertaining to previous, current, and potential instructors for the United States Military Academy (USMA) teaching staff; academic department and projected availability for USMA instructor duty.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012; E.O. 9397.

Purpose(s):

Information is used for personnel management, strength accounting, manpower management, accessioning and determining basic entry specialty (branch) and initial duty assignments; tracking Officer Evaluation Reports, the rating history of senior rating officials, posting of the senior rating official's rating history on individual Officer Evaluation Reports, producing reports on active duty officers who have served as senior rating officials; managing instructor population at ROTC detachments and US Military Academy; tracking information relating to the Army Degree Completion Civil School Program; transmitting necessary assignment instructions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Social Security Administration: To verify SSNs.

(2) Smithsonian Institution (The National Museum of American History): Copy of the US Army Active Duty Register, for historical research purposes (not authorized for public display).

(3) See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs.

Retrievability:

By SSN, name, or other individual identifying characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software features, and personnel clearances. Automated media are protected by authorized password for system, controlled access to operator rooms and controlled output distribution.

Retention and disposal:

Records are retained on the active OMF files for 4 months after separation. Historical OMF records are retained dating back to FY 1970. Accessions in AMIS are retained on active file until effective date of accession and are then placed on a history file for a period of 6 months. Records in the ROTC Graduate Assignment and Training Selection File are retained for approximately 400 days after the file is created (approximately December each year). Historical files for the OER system are kept for the life of the system. All other records are retained for active duty only until the individual is released from active duty and then destroyed.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Information may be obtained from the System Manager. Individuals must furnish full name, SSN, whether awaiting active duty, active retired, or separated; return address; and must identify the specific category of record involved. Blanket requests against this consolidated system will not be accepted. If separated, individual must state date of separation; if awaiting active duty, specify the date thereof.

Record access procedures:

Individuals desiring to access records about themselves should write to the System Manager, furnishing information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records and reports, other Federal agencies and departments.

Exemptions claimed for the system:

None.

A0708.02dDAPC

System name:

Enlisted Personnel Management Information System (EPMIS).

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. (The Enlisted Evaluation System is maintained at US Army Enlisted Records Evaluation Center, Harrison, IN 46249.)

Categories of individuals covered by the system:

Army enlisted personnel on active duty; non-prior service and prior service personnel who either have, or indicate a desire to enlist in the US Army, US Army National Guard, or US Army Reserves; initial active duty training personnel undergoing basic training or advanced individual training; former military personnel who are applicants for enlistment in grades E1 to E9.

Categories of records in the system:

Enlisted Master File (EMF) contains name, SSN, sex, race, citizenship, religion, marital status, dependents, date and place of birth, residence, assignments, physical profile, ethnic group, grade/date of rank, enlistment and service promotion qualifications, Military Occupational Skill code, education and training, aptitude, separation, retirement, and mailing address.

Recruit Quota System (REQUEST) contains selected information from EMF and soldier's educational level achieved and school subjects, driver's license, color perception, aptitude battery scores, audio perception score, defense language aptitude battery score, motor vehicle battery test score; type of enlistment and date, term, and option; initial processing and training assignments, types, locations, and dates; unit of assignment identification, system identification of location that created accession record, recruiter identification and recruiting area credit code.

Enlisted Training Base contains selected information from EMF and the soldier's enlistment and service, assignment, enlistment commitments by MOS and type, college subjects, civilian acquired skills, advanced or basic individual training start and graduation date, location and MOS, follow-on MOS, location training recommended versus preferred, aptitude area scores and categories.

Enlisted Year Management File (RETAIN) contains selected information from the EMF and control number, reclassification/enlistment action, type of enlistment, basic active service data, estimated termination of service, reenlistment date, civilian education, career management field, primary military occupational speciality cod a award, source of new Primary Occupational Specialty Code, personnel charged to school code, status of application, assignment code, date of last status change, current location, year group, security investigation status and term reenlisted.

Enlisted Linguist Data Base contains selected information from the EMF and foreign language code, listening and reading proficiency, ratings and scores, dates of evaluation test or interview, how each language capability was acquired, with the principal type, highest level and date of recency for each foreign language in which proficient.

Enlisted Evaluation System contains selected information from the EMF and the soldiers' primary and career progression military occupational specialties, skill qualification test data, enlisted evaluation scores used to create the Enlisted Evaluation Report Weighted Average and other enlisted evaluation report data.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

To accomplish personnel management, strength accounting, and manpower management actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Social Security Administration to verify SSN's.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs; computer printouts.

Retrievability:

By SSN, name, or other individually identifying characteristics.

Safeguards:

Information is protected by physical security devices, guards, computer hardware and software safeguard features, personnel clearances and passwords.

Retention and disposal:

Records are retained 5 years after separation except enlisted linguist data base records which are retained 6 months after separation.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Information may be obtained from the System Manager, except that information regarding the Enlistment Evaluation System should be obtained from the Commander, US Army Enlisted Records Evaluation Center, Ft Benjamin Harrison, IN 46249.

Record access procedures:

Written requests for information should contain the name of the individual, SSN, whether awaiting active duty, active, or separated, return address, and must identify the specific category of records involved. Blanket requests against this consolidated system will not be accepted. Visits are limited to US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA, except that information from the Enlisted Evaluation System should be obtained from either the servicing military personnel office, the headquarters of the individual's organizational station, or US Army Enlisted Records Evaluation Center. For personal visits, the individual must be able to provide acceptable identification and give verbal information that can be verified with his/her record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, from documents and computer readable output, other DA Staff agencies and commands, other Federal agencies and departments.

Exemptions claimed for the system:

None.

A0708.03aDAPE

System name:

Special Review Board Appeal Case Summary File.

System location:

Office of the Deputy Chief of Staff for Personnel, Special Review Board (DAPE-MPD-CD), Washington, DC 20310.

Categories of individuals covered by the system:

Army officer and enlisted personnel who have submitted substantive, as opposed to administrative, appeal of Officer Evaluation Reports, Enlisted Evaluation Reports, Academic Evaluation Reports, and cases referred for promotion reconsideration.

Categories of records in the system:

Identification data on individual, date of appeal, dates of contested OER/EER/AER period, and supporting documentation; promotion reconsideration referrals including information provided by the promotion board and relevant documents from individual's OMPF, names of voting SRB member, names of persons contacted by SRB, summary of evidence considered, discussion, recommendations, conclusions, final determination of appeal, and disposition.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To review and adjudicate appeals of officer and noncommissioned officer ratings, academic ratings, and promotion board reconsideration cases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to designated authorized persons in buildings which employ security guards.

Retention and disposal:

Records are retained by the Special Review Board for 20 years; then destroyed by shredding.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DAPE-MPD-CD, Room 2C-749, The Pentagon, Washington, DC 20310; telephone: 202/697-7619.

Record access procedures:

Individuals desiring access to records in this system of records pertaining to them should write to the System Manager, ATTN: DAPE-MPD-CD, Room 2C-749, The Pentagon, Washington, DC 20310, furnishing full name, current address and telephone number. For personal visits, individual must provide acceptable identification such as military identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, relevant Army records and reports.

Exemptions claimed for the system:

None.

A0708.05DAPC

System name:

Emergency Data Files.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Copy of Record of Emergency Data (DD Form 93) exists in soldier's Military Personnel Records Jacket.

Categories of individuals covered by the system:

All military personnel on active duty.

Categories of records in the system:

File contains DD Form 93, Record of Emergency Data. Document reflects the service member's name; social security number (SSN); spouse and children's names and current address; persons to be and not to be notified in the event of death or injury; information on wills, insurance, and other such information; and designation of beneficiaries for certain benefits.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012; E.O. 9397.

Purpose(s):

To document names and addresses of person(s) to be notified in emergency situations; to determine lawful disposition of service member's pay and allowances when that member is missing, captured, or becomes a casualty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Machine processed card in vertical file; paper copy in Military Personnel Records Jacket.

Retrievability:

Card is retrieved by SSN; paper copy in MPRJ is retrieved by soldier's surname.

Safeguards:

Building employs security guards; the Office in which record is located is in operation 24 hours a day, 7 days a week. Records are accessible only to authorized personnel.

Retention and disposal:

The Emergency Data Card is retained until individual separates from the Army; then destroyed. Copy in the MPRJ is retired with the MPRJ. If individual dies, the form becomes part of the casualty case file which is retired upon completion to the National Personnel Records Center (Military), St. Louis, MO 63132.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from HQDA (DAPC-PE-SI), 200 Stovall Street, Alexandria, VA 22332; telephone: 703/325-0719.

Record access procedures:

Individuals desiring access to information in this system should inquire of the System Manager, ATTN: DAPC-PE-SI, 200 Stovall Street, Alexandria, VA 22332, providing sufficient information to locate record desired.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Service member.

Exemptions claimed for the system:

None.

A0708.07DAPE

System name:

Unfavorable Information Files.

System location:

Primary records are located at the Department of the Army Suitability Evaluation Board, Office of the Deputy Chief of Staff for Personnel, The Pentagon, Washington, DC 20310. Segments of the system may exist at Suitability Evaluation Board at Major Army Commands.

Categories of individuals covered by the system:

Army personnel (active, reserve, National Guard) on whom unfavorable information has been discovered, considered, referred to individual, and disposed of, to include appeals and petitions for removal or transfer of such information from the individual's performance record.

Categories of records in the system:

Summary of unfavorable information, copy of letter of notification to individual, individual's response or appeal, summary of consideration of response or appeal, disposition determination, and voting record of Board members.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To record Board action and to provide pattern of subsequent unfavorable information. Information filed in the performance portion of the Official Military Personnel File is also used by Department of Army promotion/selection boards when the individual has been afforded due process.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having official need therefor. Buildings housing records are secured at all times.

Retention and disposal:

Records are retained by the Suitability Evaluation Board for 20 years, following which they are destroyed by shredding.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may inquire of the System Manager, ATTN: DAPE-MPD. Inquirer should furnish his/her full name, SSN, sufficient details concerning time and place of event to ensure locating pertinent records, and signature.

Record access procedures:

Individuals seeking access should provide information specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Suitability Evaluation Board proceedings.

Exemptions claimed for the system:

None.

A0708.08DAPC

System name:

Career Management Individual Files.

System location:

Primary system is at US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Decentralized segments exist at the Surgeon General's Office, The Judge Advocate General's Office, the Office, Chief of Chaplains, and the US Army Intelligence and Security Command.

Categories of individuals covered by the system:

Active duty members of the US Army in enlisted grades of El through E9, all warrant officers and commissioned officers.

Categories of records in the system:

Orders; record briefs; statements of preference; school credit papers; transcripts; details; career personnel actions; correspondence from individual concerned; original copy of efficiency report; appeal actions; assignment memoranda and requests memoranda concerning professional development actions; classification data; service awards; service agreements; variable incentive pay data; memoranda of interviews; assignment applications; resumes of qualifications, personal background, and experience supporting service member's desires, nominative action by career managers; academic reports; copies of admonitions/ reprimands imposed under Article 15, UCMJ, letters of appreciation/commendation/recommendation; reports/letters from accredited educational and training organizations; and similar documents.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To manage member's Army career, including assignments, counseling, and monitoring professional development.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; card files.

Retrievability:

By member's surname.

Safeguards:

Records are maintained in areas accessible only to authorized career management activity personnel.

Retention and disposal:

Records range from transitory to permanent, depending upon the continuing value to the service member and/or the Army. Permanent records are merged with the Official Military Personnel File (when not duplicated) upon separation of the service member from active duty by reason of discharge, transfer, retirement, or death.

System manager(s) and address:

Commander, US Army Military Personnel Center, 20, Alexandria, VA 22332. .

Notification procedure:

Inquiries for information concerning medical department officers may be obtained from: Commander, US Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20824.

Inquiries for information concerning chaplains may be addressed to: Chief of Chaplains, Room 1E-417, The Pentagon, Washington, DC 20310.

Inquiries for information concerning officers of The Judge Advocate General Corps may be sent to: The Judge Advocate General, Room 2E-444, The Pentagon, Washington, DC 20310.

Information in regard to enlisted personnel of the US Army Intelligence and Security Command may be obtained from: Commander, US Army Intelligence and Security Command, Ft George G. Meade, MD 20755.

Information on all other soldiers may be obtained by writing to the System Manager, ATTN: DAPC-MSO, 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Individuals desiring access to information in this system of records pertaining to themselves should write to the appropriate System Manager, as indicated in 'Notification procedure', providing their full name, service identification number/SSN, MOS or specialty, current or prior military status, home address and telephone number, and signature.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; enlistment, appointment, or commission related forms pertaining to the service member having a current active duty status; academic, training, and qualifications records acquired incident to military service; correspondence, forms, documents and other related papers originating in or collected by the military department for management purposes.

Exemptions claimed for the system:

None.

A0708.13DAIG

System name:

Inspector General Personnel System.

System location:

U.S. Army Inspector General Agency, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Personnel assigned and/or detailed to Inspector General offices/ positions in Department of the Army and certain Department of Defense and Joint activities.

Categories of records in the system:

Name, rank/grade, SSN, education, duty position, organization of assignment, date assigned, estimated departure date, job specialty, and relevant career data.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To manage assignment of members to Inspector General duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards, computer disc/tape and printouts.

Retrievability:

By individual's name or SSN.

Safeguards:

Physical security devices, limited access via building guard and personnel clearances restrict access to authorized personnel having need for the information in their official duties. Access to and update of information are protected through a double password system (terminal control and designation of individuals). Password changes are made at specified intervals.

Retention and disposal:

Information is retained until individual transfers or is separated; historical data remain in automated media for 4 years.

System manager(s) and address:

The Inspector General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system should inquire of the System Manager, ATTN: DAIG-2XM. Individual should provide his/her full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; reports, letters, assignment and detail orders; Army reports and records.

Exemptions claimed for the system:

None.

A0708.13DAMI

System name:

INSCOM, Personal Qualification and Training Profile.

System location:

United States Army Intelligence and Security Command, Arlington Hall Station, Arlington, Virginia 22212-5000.

Categories of individuals covered by the system:

All Army military personnel assigned to Headquarters, United States Army Intelligence and Security Command and its attached activities.

Categories of records in the system:

File contains individual's name, SSN, pay grade, primary military occupational specialty (PMOS)/specialty skill identifier (SSI), date of last evaluation report, sex, date of birth, organization/unit processing code, duty section, height, weight, weight control program status, physical profile factors (PULHES), date of last physical examination, profile status, expiration date of temporary profile, over 40 medical clearance status, date last Human Immunodeficiency Virus (HIV) test, date last Army physical fitness test (APFT), APFT results, APFT scores, date last skill qualification test (SQT), SQT score, PLDC attendance, CAS3 attendance, date last weapons qualification, weapons qualification status, caliber of weapon in which qualified, date last subversion and espionage directed against defense in which qualified, date last subversion and espionage directed against defense activities (SAEDA) training, date of last operations security training, and similar personnel, medical and training related data pertaining to assignments.

Authority for maintenance of the system:

10 U.S.C., section 3012 and E.O. 9397.

Purpose(s):

To maintain a consolidated file of specific personnel, medical and training related data pertaining to all Army military personnel assigned to Headquarters, United States Army Intelligence and Security Command and their supporting tenant activities. A consolidated records system of selected data is required to more efficiently and effectively provide management and training support to assigned personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard disc, floppy diskettes and paper records in file cabinets.

Retrievability:

By individual's name, SSN or other individually identifying characteristics.

Safeguards:

Military police are used as security personnel. A stringent employee identification badge and visitor registration/escort system is in effect. The computer terminal and hardcopy records are maintained in areas accessible only to authorized personnel who have a need for the information in the performance of their official duties. The computerized records system is accessed and updated by the custodian of the records system and by a limited number of other personnel responsible for servicing the records in the performance of their official duties. Access to the computer file requires utilization of a password. Once in the system, access is restricted to only the user's applicable portions of the system. One unit cannot access another unit's records. All hardcopy products bear Privacy Act labels.

Retention and disposal:

All data pertaining to an individual is deleted from the computer file during the individual's outprocessing. Paper records are retained until the usefulness of the report is exhausted. Hardcopy records and reports are destroyed as unclassified For Official Use Only waste.

System manager(s) and address:

Commander, United States Army Intelligence and Security Command, Arlington Hall Station, Arlington, VA 22212-5041.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system may write to the Commander, U.S. Army Intelligence and Security Command, ATTN: IACSF-FI, Fort Meade, MD 20755-5995. Individuals must furnish his/her full name, SSN, current address, telephone number, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in "Notification procedure", providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual and from his/her official military personnel records, official health records and local training records during inprocessing. Data for updates to records in the system are obtained from the individual and from source documents utilized to update the individual's official records.

Exemptions claimed for the system:

None.

A0708.16USREDCOM

System name:

Military Personnel Data File, USREDCOM.

System location:

US Readiness Command, MacDill Air Force Base, FL 33608.

Categories of individuals covered by the system:

All Army, Navy, Marine Corps, and Air Force personnel assigned for duty with USREDCOM.

Categories of records in the system:

File contains individual's name, SSN, rank, pay grade, date of rank, branch of service, Army officer branch, basic active service date, basic pay entry date, date of birth, organization and division, alert status-joint task force, immunization dates, weapon qualification, primary and secondary military specialty, duty MOS/AFSC, marital status, officer evaluation report/enlisted efficiency report date, reserve/regular officer status, duty telephone number, home address and telephone number, spouse's name, date arrived at USREDCOM, projected loss date, expiration term of service, foreign service availability code, human personal reliability screening date, language proficiency, enlisted evaluation report weighted average, name of OER/EER rater, duty title, permanent grade, date of rank, rated category, highest professional military and civilian education, source of commission, mandatory retirement date (officers).

Authority for maintenance of the system:

10 U.S.C., section 3012.

Purpose(s):

To maintain a consolidated joint personnel file pertaining to Army, Navy, Marine Corps, and Air Force personnel. Although each service has its own personnel records system, USREDCOM requires basic personnel data for Command Manning Rosters, Immunization Rosters, Joint Task Force Deployment Rosters, and similar management purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The system is an on-line disc resident application with back-up maintained on magnetic tape.

Retrievability:

Standard reports and ad hoc retrievals are generated via remote terminals using a data management system. Updates and record brousing may be accomplished in the interactive mode through keying by SSN.

Safeguards:

All personnel qualified to add, change, or delete records of this file must be cleared for Top Secret. All operators have Passwords which are required for access to the computer file. All output products bear Privacy Act labels.

Retention and disposal:

Personnel data are deleted upon departure of the individual from USREDCOM.

System manager(s) and address:

Commander, US Readiness Command, MacDill AFB, Florida 33608.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system may write to the System Manager, ATTN: Directorate of Personnel, J1 (ATTN: RCJ1-MP). Individual must furnish his/her full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification Procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From official military personnel records of the individual upon his/her reporting to USREDCOM for duty.

Exemptions claimed for the system:

None.

A0708.18DAPC

System name:

Line of Duty Investigations.

System location:

Personnel Actions Branch of Army Installations.

Categories of individuals covered by the system:

Service members who have been injured, are diseased, or deceased.

Categories of records in the system:

Department of the Army (DA) Form 2173 (Statement of Medical Examination and Duty Status); DD Form 261 (Report of Investigation-Line of Duty and Misconduct Status); and supporting documents such as military police reports, accident reports, witness statements, and appointment instruments, and action on appeals.

Authority for maintenance of the system:

10 U.S.C., sections 972, 1204, 1207, 3822; and 37 U.S.C., section 802; E.O. 9397.

Purpose(s):

To review facts and circumstances of service member's injury and render decision approving/denying certain military benefits, pay and allowances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be provided to the Veterans Administration or other Government agencies, to include State agencies, for a determination of the service member's entitlements to benefits. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfiche.

Retrievability:

By service member's surname.

Safeguards:

Records are maintained in metal file cabinets accessible only to designated authorized personnel.

Retention and disposal:

The original is a permanent part of member's Official Military Personnel File. Copies filed in offices of the investigating officer, unit commander, appointing authority, and final reviewing authority are destroyed after 5 years.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

(1) Information may be obtained from: a. Commander, US Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249 (for enlisted personnel on active duty); b. HQDA, US Army Military Personnel Center, ATTN: DAPC-MSR-R, 200 Stovall Street, Alexandria, VA 22332 (for officers on active duty); c. Commander, Army Personnel Center, 9700 Page Boulevard, St. Louis, MO 63132 (for Army reserve personnel); d. National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63132 (for separated enlisted and officer personnel); e. National Guard Bureau, 5611 Columbia Pike, Falls Church, VA 22041 (for full-time National Guard Duty under Title 32, U.S.C., those in federalized status, or those attending active Army service school).

(2) Individual must provide full name, SSN, present address, and signature.

Record access procedures:

Individuals desiring to access information pertaining to them should submit a written request as indicated in 'Notification procedure', providing the information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505). Appeals of determinations by authority of the Secretary of the Army are governed by AR 600-8-1; collateral review of decided cases is limited to questions of completeness of the records of such determinations.

Record source categories:

From the applicant; medical records, DA Form 2173, service member's commander, official Army records and reports, witness statements.

Exemptions claimed for the system:

None.

A0708.19OSA

System name: Correction of Military Records Cases.

System location:

Department of the Army Military Review Boards Agency, Army Board for the Correction of Military Records, The Pentagon, Washington, DC 20310. Copy of Board decision is incorporated in petitioner's Official Military Personnel File except where such action would nullify relief granted, in which case application and decision are retained in files of the Correction Board.

Categories of individuals covered by the system:

Present or former members of the US Army, US Army Reserve or Army National Guard who apply for the correction of his/her military records.

Categories of records in the system:

Application for Correction of Military or Naval Record (DD Form 149), documentary evidence, affidavits, information from individual's military record pertinent to corrective action requested, testimony, hearing transcripts when appropriate, briefs/arguments, advisory opinions, findings, conclusions and decisional documents of the Board.

Authority for maintenance of the system:

10 U.S.C. 1552.

Purpose(s):

Records are used by the Board to consider all applications properly before it to determine the existence of an error or an injustice.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Justice when cases are litigated.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, cards, microfiche.

Retrievability:

By applicant's surname and SSN.

Safeguards:

Information is privileged, restricted to individuals who have need therefor in the performance of official duties. All records are retained in locked rooms within the Pentagon which has security guards.

Retention and disposal:

Records are retained at the Army Board for Correction of Military Records for at least 6 months after case is closed and then retired to the National Personnel Records Center where they are retained for 20 years.

System manager(s) and address:

Executive Secretary, Army Board for Correction of Military Records, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them may inquire of the Executive Secretary, Army Board for Correction of Military Records, Room 1E-517, The Pentagon, Washington, DC 20310; (202) 697-9515. Individual must furnish full name, SSN, service number if assigned, current address and telephone number, information that will assist in locating the record, and signature.

Record access procedures:

Individuals desiring access to ABCMR records concerning them may submit written requests to the System Manager furnishing information specified in 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her Official Military Personnel File, other Army records/reports, relevant documents from any source.

Exemptions claimed for the system:

None.

A0708.20DARC

System name:

Philippine Army Files.

System location:

US Army Reserve Personnel Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Categories of individuals covered by the system:

Members of the Philippine Commonwealth Army who were inducted for service with the US Armed Forces Far East under the Military Order of the President of the United States dated July 26, 1941; Philippinos who served in Guerrilla units officially recognized and listed in the Recognized Philippine Guerrilla Rosters.

Categories of records in the system:

Individual military personnel file contains enlistment papers, orders inducting individual into US Armed Forces Far East service, soldier's qualification card, unit orders of assignment, efficiency rating sheets, pay vouchers or receipts, affidavits and certificates, service records, determination of status under the Missing Persons Act.

Authority for maintenance of the system:

Pub. L. 490-77, May 7, 1942.

Purpose(s):

To answer inquiries regarding individuals who served, or allegedly served, with the Philippine Commonwealth Army including recognized Guerrilla Forces, during World War II, in the Philippines.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Veterans Administration: To verify or certify service with the US Armed Forces Far East or recognized guerrilla units; provide available medical records or other documents to assist in determining benefits.

(2) Department of Justice: To certify or verify service regarding application of individual for citizenship.

(3) Department of Health and Human Services: To verify type of service that is used to assist in determining eligibility for benefits.

(4) Department of State: To provide statement of service or verification of type of service performed.

(5) See 'Routine Uses' set forth at the beginning of the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name, service number, VA claim number, units assigned to during period of service in question, names of parents, birth date and place, name of spouse and children if applicable. (Due to similarity of names complete file must be screened to determine proper individual.)

Safeguards:

Records are maintained in areas accessible only to designated personnel having official need therefor.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commander, US Army Reserve Personnel Center, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Notification procedure:

Individuals wishing to know whether or not information on them exists should write to the System Manager, ATTN: DARP-PAS-EAP, providing full name, service number, VA claim number, if applicable, and name and/or number of the unit to which assigned during the period of service.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From records of military service compiled during period of individual's service with the Philippine Commonwealth Army and/or the US Armed Forces Far East prior to December 7, 1941 up to August 1945.

Exemptions claimed for the system:

None.

A0708.24DAPE

System name:

DA Conscientious Objector Review Board.

System location:

DA Conscientious Objector Review Board (DACORB), Rm 5S33, Hoffman Building II, Alexandria, VA 22332.

Categories of individuals covered by the system:

Army personnel who apply either for separation based on conscientious objection (1-O) or reassignment/reclassification to noncombatant training and service based on conscientious objection (I-A-O).

Categories of records in the system:

Case record consists of individual's application (DA Form 4187), results of interview evaluation by military chaplain and a psychiatrist recorded on DA Form 3822-R, command's report of investigation, evidence submitted by applicant, witness statements, hearing transcript or summary, information or records from the Selective Service System if appropriate, applicant's rebuttal to commander's recommendation; DA Conscientious Objector Review Board correspondence with applicant, summary of evidence considered, discussion, conclusions, names of voting DACORB members, disposition of application, and similar relevant material.

Authority for maintenance of the system:

10 U.S.C. 3012; 50 U.S.C., App 456(j); DOD Directive 1300.6.

Purpose(s):

To investigate claims of service member that he/she is a conscientious objector to participation in war or to the bearing of arms and to make final determination resulting in assignment of appropriate status or awarding of discharge.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information on individuals who have less than 180 days on active duty and are discharged by reason of conscientious objection will be furnished Selective Service System Headquarters, Washington, DC 20435.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically, by applicant's surname.

Safeguards:

best copy available

Records are maintained in areas accessible only to authorized personnel who have an official need therefor, within building that employs security guards.

Retention and disposal:

Retained by the DA Conscientious Objector Review Board for 20 years. Copy of application and Board decision become part of individual's Official Military Personnel File permanently.

System manager(s) and address:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: DAPE-MPA-CS, Room 2B731, furnishing full name, current address, and signature.

Record access procedures:

Requests for access should be submitted as specified under 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her commander, official records required by Army Regulation 600-43.

Exemptions claimed for the system:

None.

A0709.01aDAPE

System name:

US Military Academy Candidate Files.

System location:

US Military Academy, West Point, NY 10996.

Categories of individuals covered by the system:

Potential and actual candidates for entrance to the US Military Academy for the current and previous 2 years.

Categories of records in the system:

Entrance examination results, Personal Data Record (DD Form 1867), Candidate Activities Report (DD Form 1868), Prospective Candidate Questionnaire (DD Form 1908), Interview Sheets, School Official's Evaluation (DD Form 1869), Employer's Evaluation of Candidate, Scholastic Aptitude Examination scores, American College Testing Program Scores, High School and College/University transcripts, physical aptitude examination, Candidate Summary Sheets, Nominating Letter, naturalization or adoption papers, birth certificate, Oath 5-50, special orders, all correspondence to/from/and about candidate.

Authority for maintenance of the system:

10 U.S.C. 4331, 4332, 4334.

Purpose(s):

To evaluate a candidate's academic, leadership, and physical aptitude potential for the US Military Academy; to conduct management studies of admissions criteria and procedures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to Members of Congress to assist them in nominating candidates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folder. Selected items of information reside on computer discs.

Retrievability:

By candidate's surname; by source of nomination, current status, and special categories.

Safeguards:

All information is stored in locked rooms with restricted access to authorized personnel. Automated data are further protected by a user identification and password convention.

Retention and disposal:

For accepted candidates, records become part of the Cadet's Personnel Record, described by System of records A0709.03DAPE--a permanent record. Records on candidates not accepted for admission are destroyed either on expiration of age eligibility or after 3 years, whichever is later.

System manager(s) and address:

Superintendent, US Military Academy, West Point, NY 10996.

Notification procedure:

Individuals desiring to know whether or not information exists on them in this system of records may write to the System Manager, furnishing full name, present address, year of application, source of nomination, and signature.

Record access procedures:

To obtain access to information about themselves in this System of records, individuals should write to the System Manager, providing information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Members of Congress, school transcripts, evaluations from former employer(s), medical reports/physical examination results, US Military Academy faculty evaluations, American College Testing Service, Educational Testing Service, and similar relevant documents.

Exemptions claimed for the system:

All portions of this system which fall within 5 U.S.C. 552a(k)(5), (6), or (7) are exempt from Subsection (d) of 5 U.S.C. 552a.

A0709.03DAPE

System name:

US Military Academy Personnel Cadet Records.

System location:

US Military Academy, West Point, NY 10996-5000.

Categories of individuals covered by the system:

Present and former Cadets of the US Military Academy.

Categories of records in the system:

Application and evaluations of cadet for admission; letters of recommendation/endorsement; academic achievements, awards, honors, grades and transcripts; performance counseling; health, physical aptitude and abilities and athletic accomplishments, peer appraisals; supervisory assessments; suitability data, including honor code infractions and disposition. Basic biographical and historical summary of Cadet's tenure at the US Military Academy is maintained on cards in the Archives Office or on microfiche in the Cadet Records Section.

Authority for maintenance of the system:

10 U.S.C. 3012 and 4334; E.O. 9397.

Purpose(s):

To record the Cadet's appointment to the Academy, his/her scholastic and athletic achievements, performance, motivation, discipline, final standing, and potential as a military career officer.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Academic transcripts may be provided to educational institutions. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records in file folders; microfilm.

Retrievability:

By surname, or Social Security Number.

Safeguards:

Access to records is limited to persons having official need therefor; records are maintained in secure file cabinets and/or in locked rooms.

Retention and disposal:

Records of Cadets who are commissioned become part of his/her Official Military Personnel File. Records of individuals not commissioned are destroyed after 5 years. Microfilmed records maintained by USMA are permanent; hardcopy files are destroyed after being microfilmed.

System manager(s) and address:

Superintendent, US Military Academy, West Point, NY 10996-5000.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the System Manager.

Record access procedures:

Individuals may request access to their records by contacting the System Manager, furnishing their full name, SSN, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her sponsors, peer evaluations, grades and reports of US Military Academy academic and physical education department heads, transcripts from other educational institutions, medical examinations/assessments, supervisory counseling/performance reports.

Exemptions claimed for the system:

Parts of this system which fall within 5 U.S.C. 552a(k)(5) and (7) are exempt from subsection (d) of 5 U.S.C. 552a.

A0710.02DAJA

System name:

JAGC Reserve Components Officer Personnel Records.

System location:

JAGS-ZA, 600 Massey Street, Charlottesville, VA 22903-1781.

Categories of individuals covered by the system:

All Judge Advocate General Corps (JAGC) US Army Reserve and National Guard officers, not serving on extended active duty; and officers seeking appointment, branch transfer, or Federal Recognition to the JAGC without concurrent call to active duty.

Categories of records in the system:

Individual's name, SSN, application for appointment, active duty training, constructive credit, mobilization designee position, educational courses completed, home and business addresses and telephone numbers, grade, promotion eligibility date, primary military occupational specialty, date of birth, sex, basic date of mandatory removal, unit assignment and address, employer, job title, specialty and awards, correspondence between the Army and the individual.

Authority for maintenance of the system:

10 U.S.C. 275(a); E.O. 9397.

Purpose(s):

To schedule Judge Advocate General Corps reserve officer training; select officers for reserve unit command positions; identify individual reservists in need of training; determine mandatory retirement dates; provide full background information on individuals applying for mobilization designee positions, constructive credit for training courses and/or active duty for training, to document background of applicants for appointment in the Judge Advocate General Corps or branch transfer consistent with prerequisites required for type of appointment/ branch transfer and to establish eligibility for appointment/branch transfer. Records are also used for management and statistical studies and reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape/disc.

Retrievability:

By individual's surname, SSN.

Safeguards:

All records are maintained in secured areas, accessible only to designated officials. Automated records require password for access.

Retention and disposal:

Records are retained until individual officer retires from the Reserves, held 2 additional years, and then destroyed.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system should inquire of the Director, Reserve Affairs Department at The Judge Advocate School, Charlottesville, VA 22901. Individual must provide his/her name, SSN, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should submit a written request as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21. (32 CFR Part 505).

Record source categories:

From the individual; official personnel documents.

Exemptions claimed for the system:

None.

A0710.08DAAR

System name:

Career Management Files of Dual Component Personnel.

System location:

US Army Reserve Personnel Center, 9700 Page Boulevard, St. Louis, MO 63132-5200.

Categories of individuals covered by the system:

Any reserve or warrant officer on active duty as an enlisted man; any reserve officer on active duty as a Regular Army warrant officer.

Categories of records in the system:

Name, rank, SSN, basic pay entry date, promotion eligibility date, mandatory removal date, military education, copies of officer evaluation reports, academic reports, qualification records, letters of appreciation and commendation, general orders concerning awards; and similar documents, records and reports.

Authority for maintenance of the system:

10 U.S.C. 275; E.O. 9397.

Purpose(s):

To advise reserve officers when they will be considered for promotion, military education that needs to be completed for eligibility; to determine if officer should be removed for substandard performance of duty; to advise of eligibility for retirement as either an officer or enlisted person; to apprise individuals of changes in the reserve program affecting them.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape/disc.

Retrievability:

By Individual's surname and SSN.

Safeguards:

All records are restricted to officially designated individuals having need therefor in assigned duties. Records are maintained in secured building; automated data are stored in vaults.

Retention and disposal:

Records in this system are combined with Army personnel records and retained either at US Army Reserve Personnel Center, if officer, or at US Army Enlisted Records and Evaluation Center, if an enlisted person.

System manager(s) and address:

Commander, US Army Reserve Personnel Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DARP-MOB-SD; individual should provide full name, SSN, current address and telephone number and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Army records and reports.

Exemptions claimed for the system:

None.

A0710.09DAAG

System name:

Personnel Management/Action Officer Files.

System location:

US Army Reserve Personnel Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Categories of individuals covered by the system:

Members of the Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, unit personnel.

Categories of records in the system:

Correspondence; orders; pay vouchers; efficiency reports; assignment instructions; medical evaluations; request for waiver of disqualifications; grade determinations; flagging actions which preclude completion of favorable personnel actions; transcripts; requests for transfer to another Branch, status, or service; claims for pay; assignment instructions for Active Duty or Active Duty for Training; applications for delay or exemption from Active Duty/Active Duty for Training; nominations for decorations or awards; notification of removal from active Reserve status for physical disqualification, nonparticipation, two-time passover for promotion or elimination action; application for waiver of disqualifications for enlistment in US Army Reserves; request for discharge or voiding of enlistments; requests for transfer to or from the Ready Reserve, Standby Reserve, or Retired Reserve; claims for pay not received while on active duty; request for assignment/attachment to Army National Guard units, mobilization designation positions or detachments, reinforcement training units, and US Army Reserve school student detachments; applications for participation in Army Reserve Logistics Career Program and Foreign Area Officer Program; decisions pertaining to the career management of officers and senior enlisted personnel.

Authority for maintenance of the system:

10 U.S.C. 275.

Purpose(s):

To respond to inquiries from an individual or other government agencies concerning reserve status of Army personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets; card files.

Retrievability:

By individual's surname.

Safeguards:

Records are accessed only by designated individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Records are maintained for a period of 6 months to 3 years depending on the type of action involved, after which they are destroyed by shredding.

System manager(s) and address:

Commander, US Army Reserve Personnel Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Notification procedure:

Individuals wishing to know whether or not this system of records contains information on them should write to the System Manager, ATTN: DARP-IMG-F, and provide full name, current address and telephone number.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A0713.09aTRADOC

System name:

Skill Qualification Test (SQT).

System location:

a. Headquarters, US Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651: Main computer location and soldier response files.

b. US Army Training Support Center, Individual Training Evaluation Directorate (ITED): Enlisted Master File and original test forms.

c. Test Control Officers (TCO) at military installations worldwide: Transmittal rosters and source documents for Hands-On Component (HOC) and Performance Certification Component (PCC): (retained 120 days).

d. US Army Military Personnel Center (MILPERCEN) Enlisted Evaluation Center: Soldier's SQT scores (DA Form 10a).

e. Supervisory Non-Commissioned Officers (NCOs) at unit level worldwide: SQT Job Books.

Categories of individuals covered by the system:

All active Army and Reserve Component enlisted personnel who take the SQT.

Categories of records in the system:

Soldier response history of answers to SQTs, both individual and cumulative; quarterly analyses of soldier's test results. The Enlisted Master File at ITED contains update listings of name, SSN, pay grade, primary and secondary military occupational specialties (MOS), and component. File in TCO (located at the soldier's installation) contains name, rank, SSN, and source document for HOC and PCC. SQT Job Book (located at soldier's unit) contains name, rank, and record of individual performance of job tasks conducted in a unit training environment.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

Skill Qualification Test scores are used to measure a soldier's job proficiency, to determine eligibility for schooling and eligibility for promotions. SQT Job Books are used by Commanders and noncommissioned officers to assess individual and unit proficiency and combat readiness and to identify routine and intensified training needs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape/disc; computer printouts.

Retrievability:

Paper records filed in folders retrieved by processing date and imprinted serial number; computer magnetic tape and disc retrieved by SSN and name.

Safeguards:

Paper records are filed in folders stored in a locked room. Magnetic tapes are kept in controlled vault area. Magnetic disks are protected by a user identification and manual controls.

Retention and disposal:

Magnetic tapes are retained 1 year after which data are erased; discs retained for 8 months before data are erased; hard copy is retained for 5 years; then destroyed.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should inquire of the Commander, US Army Training Support Center, ATTN: ITED, Ft Eustis, VA.

Record access procedures:

Individuals desiring access to information about themselves should write as indicated in 'Notification procedure'. If inquiring in person, individual should present appropriate identification such as valid driver's license; written requests must bear notarized signature of the individual making request to prevent disclosure to unauthorized persons.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; from other Department of Army Staff and Commands in document and computer readable form.

Exemptions claimed for the system:

All portions of this system are exempt pursuant to 5 U.S.C. 552a(k)(6) from subsection (d) of 5 U.S.C., 552a.

A0714.02DAPC

System name:

Military Personnel Assignment Files.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Segments exist at Army commands.

Categories of individuals covered by the system:

Active duty enlisted, warrant and commissioned officers of the US Army.

Categories of records in the system:

File contains letters, forms, statements relating to travel restrictions, dual nationality status, controlled Military Occupational Specialty constraints on assignment, Special Forces organization, sole surviving son limitations, compassionate requests, permissive reassignments, preference for assignment statements, service member/spouse kinship with foreign national considerations, criminal investigation eligibility determinations, initial accession assignment data, conscientious objector statement, application and special orders pertaining to airborne qualification and assignment, selection and assignment to Atomic Energy Commission, results of Graduate Record Examination or Aptitude Test for Graduate Studies in Business examinations relating to graduate school selection, nominations for position assignment, biographical sketch, supporting assignment to Military Assistance Operations Program positions, correspondence between member and the Department of the Army and/or Department of Defense.

Authority for maintenance of the system:

5 U.S.C. 401; 10 U.S.C. 3012.

Purpose(s):

To document assignment considerations of each service member to assure equity of duty, basis for special assignment, protection of service member and dependents assigned in foreign areas; to ensure that service member is not assigned contrary to persona-non-grata status; and similar assignment limitations, restrictions, and constraints.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel engaged in assignment and reassignment actions.

Retention and disposal:

Records are destroyed when superseded by subsequent assignment.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Information for officer personnel may be obtained from the System Manager, ATTN: DAPC-OP; for enlisted personnel, from DAPC-EP. Individual should provide his/her full name, service identification number, branch of service if an officer, grade/rank, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A0714.03DAPE

System name:

Evaluation/Assignment of Academic Instructors.

System location:

US Military Academy, West Point, NY 10996.

Categories of individuals covered by the system:

Officers who apply or serve as instructors on the Staff and Faculty, US Military Academy.

Categories of records in the system:

Individual's application consisting of name, grade, SSN, branch of service, educational qualifications, teaching experience, transcript of academic grades, results of GRE (Graduate Record Examination), and ATGSB (Admission Test for Graduate Study in Business); evaluation and assessment notes; correspondence between the US Military Academy and US Army Military Personnel Center; assignment order; application/acceptance for advanced civil schooling, and related documents.

Authority for maintenance of the system:

10 U.S.C. 4334.

Purpose(s):

Used by the US Military Academy Dean of the Academic Board and department heads to assess qualifications and suitability of officers as academic instructors for assignment to the Staff and Faculty, US Military Academy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets; computer discs in vault.

Retrievability:

By individual's name; SSN.

Safeguards:

Information is available only to designated persons having official need therefor.

Retention and disposal:

Records of individuals not selected for assignment or unavailable are destroyed when no longer required; records for those assigned to US Military Academy are retained for 25 years; then destroyed.

System manager(s) and address:

Superintendent, US Military Academy, West Point, NY 10996.

Notification procedure:

Individuals who believe information on them exists in this system of records may inquire of the System Manager, ATTN: Dean of the Academic Board, West Point, NY 10996, providing their full name, SSN, sufficient details to locate records, current mailing address, and signature.

Record access procedures:

Individuals desiring to access records on themselves should write to the System Manager, furnishing information required by 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; official Army or other Service records; academic institutions; letters of endorsement from third parties; US Army Military Personnel Center; similar relevant documents.

Exemptions claimed for the system:

None.

A0715.01DAPC

System name:

SIDPERS Personnel Data Card.

System location:

Each active Army unit furnishing personnel and strength data to the Headquarters, Department of the Army.

Categories of individuals covered by the system:

Active duty Army members.

Categories of records in the system:

DA Form 2475-2 which includes individual's name, SSN, organization, unit, station, grade and pay group, blood type, duty assignment, duty phone, local address and telephone number, name and address of next-of-kin, home of record, place of birth, awards, military occupational specialty evaluation data, and unit commander's name and grade. In addition, records include actions reported as SIDPERS change report remarks on members assigned/attached to a military unit bearing on the legal and financial rights of the individual.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To account for and maintain data relating to each assigned and/or attached active military person; to support the accounting of and reporting function incident to maintenance of the Officer and Enlisted Master File, the Military Personnel Records Jacket, and the Official Military Personnel File; for personnel management actions and reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes, discs.

Retrievability:

By individual's surname; SSN.

Safeguards:

Records are maintained in secured areas accessible only to authorized personnel having need therefor in performing their duties.

Retention and disposal:

Records are retained in the reporting unit for 1 year following the date of the last entry on the personnel data card; they are then shipped to the National Personnel Records Center (Military Personnel Records), St. Louis, MO where they are retained 74 additional years before being destroyed.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Information may be obtained from the reporting unit of assignment/attachment of the individual.

Record access procedures:

Individual should write or visit the reporting unit of assignment/attachment, furnishing name, SSN, military or other normally acceptable identification and details that will assist in locating the information sought.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the Enlistment Record (DD Form 4), Report of Separation (DD Form 214) for reenlistees; Extention of enlistment (DA Form 1695); Special Orders issued by enlistment/reenlistment authorities, personal information furnished by the individual, documents/records/reports/forms originated within the reporting unit.

Exemptions claimed for the system:

None.

A0715.06aDAPC

System name:

Standard Installation/Division Personnel System (SIDPERS).

System location:

Decentralized to local installation level of the Army. Information is stored on computer media at five Regional Data Centers located in the Washington, DC area, and near Ft McPherson, GA, Ft Knox, KY, Ft Hood, TX, and Ft Ord, CA. Access to and processing of the information is through distributed data processing centers located at installations.

Categories of individuals covered by the system:

All active duty Army personnel and personnel attached from the National Guard and/or Army Reserves based upon local option.

Categories of records in the system:

Name, SSN, sex, race, citizenship, status, religious denomination, marital status, number of dependents, date of birth, physical profile, ethnic group, grade and date of rank, term of service for enlisted personnel, service agreement for non-regular officers, service data and dates, unit of assignment, military occupational specialty, additional skill identifiers, civilian/military education levels, languages, assignment eligibility and availability and termination date thereof, security status, special pay and bonus, and suspense termination date thereof, suspension of favorable personnel action indicator, Privacy Act disputed record indicator, and similar relevant data.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

To support personnel management decisions concerning the selection, distribution, and utilization of all personnel in military duties, strength accounting, and manpower management.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, discs, diskettes, microfiche, punched cards, and computer printouts.

Retrievability:

By name, SSN, or other individually identifying characteristics. The automated system provides a query capability allowing users to retrieve personnel data via CRT terminal.

Safeguards:

Regional Data Centers are contractor-operated under an Army approved security program. Potential contractor personnel are security screened; contractor employees receive a security briefing and participate in an ongoing security education program under the Regional Data Security Officer.

Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Tenhical physical, and administrative safeguards required by Army Regulation 380-380 are met at installation data processing centers and information is secured in locked rooms with limited/controlled access. Data are available only to installation personnel responsible for system operation and maintenance. Terminals not in the data processing center are under the supervision of a terminal area security officer at each remote location protecting them from unauthorized use. Access to information is also controlled by a system of assigned passwords for authorized users of terminals.

Retention and disposal:

Data retained until updated or service of individual is terminated with earlier information erased. Hard copy printouts are retained in accordance with DA Pamphlet 600-8 series.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them should inquire of their local commander.

Record access procedures:

Individuals desiring access to their records in this system may visit or submit a written request to the servicing military personnel office or headquarters of the organization/station of the service member. Full name, SSN, and current address must be furnished, and acceptable identification on personal visits.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, commanders, Army records and documents, other Federal agencies.

Exemptions claimed for the system:

None.

A0715.07aDASG

System name:

AMEDD Personnel Management System.

System location:

US Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324.

Categories of individuals covered by the system:

Individuals either applying for commissions in, on active duty as an officer in, or recently released from active duty in one of the six Army Medical Department Corps.

Categories of records in the system: Name, Social Security Number, sex, race, date and place of birth, home of record, dependent data, physical profile data, religious preference, ethnic group, citizenship, marital status, personal mailing address, professional qualification data, assignment data, promotion data, education and training data, awards and badges, and incentive pay data.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

Information is used for strength accounting, manpower and budgetary purposes, career management of medical officers, determination of medical assets, development of policies and programs, and rendering of reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/discs.

Retrievability:

By individual's name and SSN or other individual or group discriminator.

Safeguards:

Physical security devices, limited access via building guards and personnel clearances limit computer authorized personnel. Each online terminal access or update to the system is protected through a system of passwords which restrict the user to specific data elements. Password changes are made incrementally at the rate of 20 percent per month. System reconstruction procedures provide for 2 copies of files, programs, and procedures in-house and 1 copy at an off-site location both updated and maintained in an operational condition.

Retention and disposal:

Records are retained for 5 years after individual's separation.

System manager(s) and address:

Commander, US Army Medical Department Personnel Support Agency, 1900 Half Street, SW, Washington, DC 20324.

Notification procedure:

Information may be obtained from the System Manager. Individuals should submit a written request containing their full name, SSN, current or former military status, and appropriate return address.

Record access procedures:

Individuals desiring access to records on themselves in this system of records should submit a written request to the System Manager, furnishing information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Army records and reports.

Exemptions claimed for the system:

None.

A0715.07bDAPE

System name:

Standard Installation/Division Personnel System - US Army Reserve (SIDPERS-USAR).

System location:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

All individuals currently assigned to a US Army Reserve unit.

Categories of records in the system:

Individual's name, SSN, sex, race, civilian occupation, current military assignment, grade/rank, unit identification code, date entered military service, promotion data, security clearance, military obligation expiration date, military qualifications, and other similar relevant data.

Authority for maintenance of the system:

10 U.S.C. 275.

Purpose(s):

To accomplish promotions, demotions, transfers, and other personnel actions essential to unit readiness; to identify and fulfill training needs; and to render strength accounting, budgetary, manpower requirements, and other statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes.

Retrievability:

By SSN and five characters of individual's surname.

Safeguards:

Tape files are stored in reel number sequence in a library within a restricted computer room complex having controlled entry. The computer room is restricted to authorized personnel and controlled by security guards. Access to on-line data is controlled within USARCPAC by ENVIRON/1, a product of CINCOM Systems, Inc., via a six position alphanumeric password. This password controls on-line sub-systems to which user has access. Once access to the sub-system has been gained, a further four position alphanumeric access code is required which determines the specific application which the user may access; second access codes are maintained by the USARCPAC Project Management Officer and controlled by designated Major Army Command Headquarters which are on-line to the centralized data base at USARCPAC through hard wired terminals. Currently, these are US Forces Command and the First, Fifth, and Sixth US Armies. US Army Western Command and US Army Europe will be added to the system in 1985. Users do not have on-line update capability.

Retention and disposal:

Information is retained for the duration of reservist's unit assignment. The current and two previous tape files are retained at any given time.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not this system contains information about them may inquire of the Commander of the Army Headquarters in which the unit is located, furnishing full name, SSN, and specific information concerning the event or incident that will assist in locating the record.

Record access procedures:

For access to information in this system, individual should address an inquiry and furnish information as indicated in 'Notification procedure.'

Contesting record procedures:

The Army's rules for access to records and for contesting contents and initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories.

From the individual, Army records and reports.

Exemptions claimed for the system:

None.

A0715.07cUSFK

System name:

Command Unique Personnel Information Data System (CUPIDS).

System location:

Headquarters, U.S. Forces, Korea/Eighth U.S. Army, APO San Francisco 96301.

Categories of individuals covered by the system:

Members of U.S. Forces, Korea and Eighth U.S. Army, their dependents, U.S. Embassy employees, contract personnel, technical representatives, and individuals who are assigned to or under the jurisdicial or administrative control of the U.S. Army who make purchases of controlled items from authorized resale activities in Korea.

Categories of records in the system:

Individual's name, SSN, date and place of birth, sex, citizenship, date arrived in and previous tours in the Republic of Korea, rotation date, service component, pay grade/position, marital status, dependency status, local address, selected skill specialties, sales slips and control sheets used in sales of controlled items by U.S. Forces; overspending/overpurchase printouts produced by central computer facilities.

Authority for maintenance of the system:

10 U.S.C. section 3012; 5 U.S.C. section 301; Status of Forces Agreement: United States of America and the Republic of Korea; E.O. 9397.

Purpose(s):

Information is used for personnel management, strength accounting, manpower management, and contingency planning and operations; to assist commanders and U.S. Armed Forces investigative agents in monitoring purchases of controlled items; to produce ration control plates for authorized users; to maintain record of selected controlled items purchases at retail facilities and suspected violators of the system; and to comply with Joint Service blackmarket monitoring control policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information required for noncombatant evacuating planning and statistical studies by U.S. Forces Korea; to provide a source document for production of ration control plate. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, microfiche, and paper printouts.

Retrievability:

By surname of noncombatants; by SSN of all others.

Safeguards:

Records are accessible only to authorized personnel; during nonduty hours, the facility is locked and secured.

Retention and disposal:

Destroy when no longer needed for current operations or when no longer needed to meet host country laws and regulations, whichever is later.

System manager(s) and address:

Commander, U.S. Forces, Korea/Eighth U.S. Army, ATTN: AJ-DM, APO San Francisco 96301.

Notification procedure:

Information may be obtained from the System Manager, ATTN: AJ-DM, APO San Francisco 96301.

Record access procedures:

Individuals should address requests as indicated in "Notification procedure", furnishing full name, current address, telephone number, SSN, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A0715.07dDARC

System name:

Individual Ready, Standby and Retired Reserve Personnel Information System.

System location:

US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Categories of individuals covered by the system:

Members of the US Army Reserve not assigned to a Reserve unit and not serving on extended active duty in an enlisted reserve status.

Categories of records in the system:

Personal and military status and qualifications data.

Authority for maintenance of the system:

10 U.S.C. 275.

Purpose(s):

To maintain personnel data on members assigned to individual ready, standby and retired Army Reserves; to select and order individuals to military active duty training; to identify personnel for promotion; to determine those not qualified for retention in the reserve forces; to issue annual statement of retirement credits; to select qualified members for potential assignment to active Army units and reserve component units in the event of mobilization.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs.

Retrievability:

By SSN.

Safeguards:

Records are located in secured building; access requires an ID badge and is limited to individuals having official need therefor.

Retention and disposal:

Records are maintained for 7 months after individual completes statutory or contractual reserve commitment.

System manager(s) and address:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system should write to the System Manager, ATTN: DARC-SS. Individual should furnish his/her full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the Official Military Personnel File and the Military Personnel Records Jacket.

Exemptions claimed for the system:

None.

A0718.01DAPC

System name:

Military Award Case File.

System location:

Primary system exists at US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Segments exist at Army commands which have been delegated authority for approval of an award.

Categories of individuals covered by the system:

Military personnel on active duty, members of reserve components, US civilians serving with US Army in a combat zone, and deceased former members of the US Army.

Categories of records in the system:

Files include recommendation for award; endorsements; award board approvals/disapprovals; citation texts; Department of Army letter orders/general orders; related papers supporting the award; correspondence among the Army, service member, and individuals having knowledge/information relating to the service member concerned or the act or achievement for which award is recommended.

Authority for maintenance of the system:

10 U.S.C., Chapters 5, 357; 5 U.S.C. 301.

Purpose(s):

To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

By nominee's name.

Safeguards:

Records are accessible only to designated individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Approval/disapproval authorities: Approved awards relating to wartime and/or combat activities are held permanently. Approved peacetime awards and all disapproved awards are held for 25 years.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals desiring to know whether or not information on them is included in this system should write to the System Manager, ATTN: DAPC-AL. Individual should include his/her full name, SSN, grade and branch of service, name of award/honor, and current address.

Record access procedures:

Individuals wishing to access records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From recommendation for award (DA Form 638) with supporting records, forms, statements, letters, and similar documents originated by persons other than the awardee and other individuals having information useful in making an award determination.

Exemptions claimed for the system:

None.

A0720.04DAMO

System name:

Correctional Reporting System (CRS).

System location:

(1) Army installation detention facilities, U.S. Army Correctional Activity, Ft Riley, KS; U.S. Disciplinary Barracks, Ft Leavenworth, KS.

(2) An automated extract of selected data from individual correctional treatment records at Army facilities is stored on computer media at five contractor-operated Region Data Centers located near: Washington, DC; Fort McPherson, GA; Fort Knox, KY; Fort Hood, TX; and Fort Ord, CA.

(3) The Army Clemency Board, Office, Assistant Secretary of the Army, Manpower and Reserve Affairs, Washington, DC 20310 (for decisions on clemency recommendations, parole actions, and restoration to duty).

Categories of individuals covered by the system:

Any military member confined at an Army confinement or correctional facility as a result of, or pending, trial by courts-martial.

Categories of records in the system:

Documents related to the administration of individual military prisoners; courts-martial orders, release/confinement orders, medical examiner's reports, requests and receipts for health and comfort supplies, reports and recommendations relating to disciplinary actions, clothing and equipment issue records; forms authorizing correspondence by prisoner, mail records; personal history records; individual prisoner utilization records; requests for interview; fignerprint cards, military police reports; prisoner indentification records; parolee agreements; inspections; documents regarding custodianship of personal funds and property of prisoners; former commanding officers; report; parents' report; spouse's report; classification recommendations; request to transfer prisoner; social history; clemency actions; psychologist's report; psychiatric and sociologic reports; certificate of parole; certificate of release from parole, assignment progress reports; and similar relevant documents.

Authority for maintenance of the system:

10 U.S.C., sections 951-953; E.O. 9397.

Purpose(s):

Correctional treatment records are used to determine prisoner's custody classifications, work assignments, educational needs, adjustment to confinement, areas of particular concern, and, as the basis for clemency, parole and restoration to duty considerations. Automated records provide pertinent information required for proper management of confinement facility population, demographic studies, status of discipline and responsiveness of personnel procedures, as well as confinement utilization factors such as population turnover, recidivism, etc.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed (a) to local, state, and Federal law enforcement and investigation agencies for investigation and possible criminal prosecution, civil court actions or regulatory orders, (b) to confinement/correctional agencies for use in the administration of correctional programs including custody classification, employment, training and educational assignments, treatment programs, clemency, restoration to duty or parole actions, verification of offender's criminal records, employment of records, and social histories. See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices."

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, punch cards, magnetic tape and disc.

Retrievability:

By prisoner's surname and/or SSN/register number.

Safeguards:

(a) All records are maintained in areas accessible only to designated personnel having official need therefor. Automated data base and output are managed through comprehensive procedures and policies prescribed in system functional users manuals.

(b) Regional Data Centers are contractor-operated. Contractor personnel are security screened; employees receive a security briefing and participate in an on-going security education program under the Regional Data Security Officer. Regional Data Centers are connected through a communications network to 44 distributed data processing centers at Army installations. Technical, physical, and administrative safeguards required by Army Regulation 380-380 are met at installation data processing centers and information is secured in locked rooms with limited/controlled access. Data are available only to installation personnel responsible for system operation and maintenance. Terminals not in data processing centers are under the supervision of a terminal area security officer at each remote location protecting them from unauthorized use. Access to information is controlled further by a system of assigned passwords for authorized users of terminals.

Retention and disposal:

(a) Individual correctional treatment records for prisoners in the U.S. Army Correctional Activity (USACA) or U.S. Disciplinary Barracks (USDB) are retained for 90 days following expiration of sentence/completion of parole/maximum release date, following which they are retired to the National Personnel Records Center for 25 years; destruction is by shredding. Similar records for prisoners in local Army confinement and correctional facilities are destroyed 4 years following release of prisoner from confinement.

Note: Transfer of a prisoner from one facility to another is not construed as release from confinement. When a prisoner is transferred to another facility, his/her file is transferred with him/her.

Information on tape/disc is erased after 3 years.

(b) Army Clemency Board case files are returned on completion of Board action to USACA or USDB, as appropriate, where they are retained for 90 days after prisoner's release from confinement or return to duty, following which they are retired to the National Personnel Records Center and maintained for 25 years before being destroyed by shredding.

System manager(s) and address:

The Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0440.

Notification procedure:

Information may be sought by writing to the commander of the confinement/correctional facility, or to the Deputy Chief of Staff for Operations and Plans (ATTN: DAMO-ODL), Headquarters, Department of the Army, Washington, DC 20310-0580.

Record access procedures:

Individuals desiring access to their records may write to the Commander of the confinement/correctional facility where a prisoner, furnishing full name, SSN, present address, and dates of confinement. Request must bear signature of the individual whose record it is.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual witnesses; victims; Military Police/U.S. Army Criminal Investigation Command personnel and/or reports; informants; various Federal, state and local investigative and law enforcement agencies; foreign governments; any other individual or organization that may supply pertinent information.

Contesting record procedures:

All portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., Section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

A0722.02DACH

System name:

Baptism, Marriage, and Funeral Files.

System location:

Records from 1917 - 1952 are in the National Archives and Record Administration. Records from 1953 - 1977 are in the Washington National Records Center, Washington, DC 20409, as well as the office, Chief of Chaplains, Department of the Army, Washington, DC 20310.

Categories of individuals covered by the system:

Any service member, his/her dependent, authorized civilian personnel, or retired service member for whom an Army chaplain has performed a baptism, marriage, or funeral.

Categories of records in the system:

Names of individuals who apply for marriage, those on whom funeral services are conducted, or baptisms are performed.

Authority for maintenance of the system:

10 USC 3547.

Purpose(s):

To render service to military members, their dependents and authorized civilians.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilm at office of the Chief of Chaplains; paper records at the Washington National Records Center for period 1917-1952.

Retrievability:

Marriage records are filed by groom's surname; funeral records by surname of deceased person, baptismal records by the individual's surname.

Safeguards:

Records are retained in buildings which employ security guards.

Retention and disposal:

Records from 1953 to 1977 are retained for 50 years; this system was discontinued October 1, 1977 after which no information was collected or is retained.

System manager(s) and address:

The Chief of Chaplains, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310-2700.

Notification procedure:

Information may be obtained from the Office, Chief of Chaplains, Headquarters, Department of the Army, Attn: DACH-IMW, Washington, DC 20310-2700.

Record access procedures:

Individuals may write to the System Manager, providing the following information:

(1) For baptismal records: Full name of person baptized, approximate date, names of parents, name of chaplain, and place of baptism.

(2) For marriage records: Full name of groom and maiden name of bride, approximate date, installation at which married, and name of chaplain.

(3) For funeral records: Name of deceased person, year of death, and name of next-of-kin.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0722.05DACH

System name:

Chaplain Counseling/Interview Files.

System location:

Army installations; official addresses are contained in the directory at the end of the Army inventory of record system notices.

Categories of individuals covered by the system:

Army members, their dependents and other individuals who have received pastoral counseling from Army chaplains.

Categories of records in the system:

Memoranda and/or documents resulting from counseling or interview sessions between a chaplain and an individual.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To document privileged counseling/interview sessions between Army chaplains and individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None authorized; See Army Regulation 165-20.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked file cabinets.

Retrievability:

By individual's surname.

Safeguards:

Information is stored in locked cabinets or desks, and is accessible only to the chaplain maintaining the record.

Retention and disposal:

Retained for 2 years after the individual case is closed; then destroyed by shredding.

System manager(s) and address:

The Chief of Chaplains, Headquarters, Department of the Army, Washington, DC 20310-2700.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should inquire of either the System Manager or the Chaplain at the Army installation where counseling or interview occurred.

Record access procedures:

Individuals may write to the System Manager or the Chaplain at the Army installation where record is believed to exist; individuals must provide their full name, present address and telephone number, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0722.06DACH

System name:

Religious Census, Education, and Registration Files.

System location:

Army installations; official addresses are contained in the directory at the end of the Army inventory of record system notices.

Categories of individuals covered by the system:

Military, dependent, and civilian personnel who voluntarily participate in religious services and/or activities.

Categories of records in the system:

Individual's name, age, denominational preference, religious education desired/attained, and similar information.

Authority for maintenance of the system: 5 USC 301.

Purpose(s):

To provide data on religious education/training or needs of faith groups, denominations, or religious sects; to determine and administer educational or training needs in social, spiritual, and humanitarian relationships for the military community served; to record attendance, training accomplished, participation, and spiritual growth.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and/or card files.

Retrievability:

By individual's surname.

Safeguards:

Information is accessed only by individuals determined to have need therefor in the performance of official business.

Retention and disposal:

Information is retained until individual is no longer active in official chaplain-sponsored services and activities.

System manager(s) and address:

The Chief of Chaplains, Headquarters, Department of the Army, Washington, DC 20310-2700.

Notification procedure:

Individuals may inquire of the Chaplain at the Army installation where he/she participated in religious education/training.

Record access procedures:

See 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0723.01DAAG

System name:

Morale, Welfare, Recreational and Entertainment Records.

System location:

Segments of this system exist at Army installation and major command recreation or athletic offices, the Pentagon Officers Athletic Center, the US Army Recruiting Command sports clinics, and/or the US Military Academy. Addresses are in the appendix to the Army inventory of system notices at 48 FR 25773, June 6, 1983.

Categories of individuals covered by the system:

Military personnel, their families, other members of the military community, certain DOD civilian employees and their families overseas, certain military personnel of foreign nations and their families, personnel authorized to use Army-sponsored athletic and recreational services and/or to participate in contests, professional entertainment groups recognized by the Armed Forces Professional Entertainment Office, Army athletic members, ticket holders of athletic events, units of national youth groups such as Boy Scouts, Girl Scouts, 4-H Clubs.

Categories of records in the system:

Name and address of members/participants; service affiliation or status; registration of membership of participation in contests, tournaments, athletic associations/clubs, and dues payment records; for entertainment groups: Their professional name, specialty, circuit tour record and evaluation thereof, invitational travel orders/vouchers/supporting documents, and security check results; athletic equipment or other Government property check-out records; contest/competition scores and awards records.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To administer programs devoted to the mental and physical well-being of Army personnel; to document the approval and conduct of specific contests, shows, entertainment, sports activities/competitions, and other recreational events sponsored or sanctioned by the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Relevant information on an individual may be disclosed to national/international sports/athletics organizations to facilitate competitions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards; magnetic tapes, discs, and computer printouts.

Retrievability:

By name of member, applicant, group.

Safeguards:

Information is available only to authorized personnel having official need therefor. Paper records are stored in locked offices; computer tapes/discs are maintained in a secure vault. Buildings housing records employ security guards.

Retention and disposal:

Information is maintained for 2 years after individual's membership expires or event ends. Destruction is by shredding of paper records/erasure of computer data.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals or groups desiring to know whether or not information on them exists in this system of records may inquire of The Adjutant General, HQDA, ATTN: DAAG-MS, 2461 Eisenhower Avenue, Alexandria, VA 22331, or the Recreation Service Officer of the Army installation or activity which approved membership or participation. Name, mailing address, and sufficient detail must be provided to enable locating records.

Record access procedures:

Written inquiry may be made as specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual or group.

Exemptions claimed for the system:

None.

A0725.01aDACF

System name:

Child Care Centers Registration Files.

System location:

Child Care Centers, Army-wide. Addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Any of the following who use Child Care Center services: Active duty and retired military personnel and their dependents; members of the Reserve components on active duty for training and their dependents; Department of the Army civilians overseas and their dependents overseas and in the Continental United States where local civilian resources are not available; and other designated personnel as determined by the commander.

Categories of records in the system:

Documents include, but are not limited to, parent's/guardian's name, grade or rank, SSN, home address and telephone number, duty address and telephone number; signature of parent/guardian for emergency notification; child's name, birthdate, medical information including allergies, immunization dates; remarks and observations by Child Care Center employees, parents, or physician; and financial records.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To provide child care service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be disclosed to civilian health and welfare departments/agencies in emergency situations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files; paper files in folders; magnetic tapes/discs.

Retrievability:

By surname and/or SSN of parent or guardian.

Safeguards:

Records are accessible only to authorized personnel. Positive identification and authorization to access data is established prior to releasing personal data to an individual. Computer systems/remote terminals are housed in designated controlled areas.

Retention and disposal:

Records are destroyed after 2 years. Information may be transferred from one Child Care Center to another upon transfer of child.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Director, Child Care Center at the installation where record is believed to exist. Individual must provide present name, rank, SSN, and proof of identification.

Record access procedures:

Individuals desiring access to records about themselves should address an inquiry as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual receiving service and reports.

Exemptions claimed for the system:

None.

A0725.01bDACF

System name:

Family Life Communications Information and Referral Service.

System location:

US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301. Segments of the system are located at Family Assistance/Quality of Life Offices/Army Community Service Centers at major commands and installations, Army-wide.

Categories of individuals covered by the system:

Army service members, civilian employees, their families, social service organizations (Federal, State, local) acting on behalf of the member, employee, or family member. Other military service personnel and civilian employees may be included when such individuals are stationed with Army elements.

Categories of records in the system:

Name, mailing address and telephone number of the individual; documentation reflecting nature or basis of service desired or required in the following typical matters, but only to the extent or degree required to determine the proper office, command, or installation that should handle details, resolve problems, or provide responses: Pay, medical, education, housing, voting, commissary/exchange privileges and practices, community service programs provided by chaplains, alcohol/drug abuse, Equal Employment Opportunity; related processing papers.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To provide assistance to service members (active duty, reserve/retired), civilian employees and their families in programs that affect family life. Statistical data may be provided commanders or managers at all levels of the Army in support of their functions or programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to bonafide Federal, State, or local social service or welfare organizations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape, disc, cassette.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in buildings guarded by security personnel and rooms are secured by locked doors when not in use. All records are restricted to individuals having official need therefor in the performance of their assigned duties. Information in automated media is further protected by an authorized password system for access terminals, controlled access to oepration rooms, and controlled output distribution.

Retention and disposal:

Information is retained for 2 years following resolution of the problem or provision of information, after which it is destroyed by shredding or erasing. Information in automated media used to provide statistical data is retained indefinitely; however, individually identifiable data are purged within 2 years following resolution of problem.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact either the System Manager or the Major Army Command or installation to which initial inquiry was directed. Individual should provide his/her full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals seeking access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; his/her family; social or welfare organizations under Federal, State, or local jurisdiction; official military or civilian records; other components of the Department of Defense.

Exemptions claimed for the system:

None.

A0725.01cDAPC

System name:

Personal Affairs Files.

System location:

Decentralized to major commands, installations, and activities. Official mailing addresses are in the organizational directory in the Appendix to Army System Notices (48 FR 25573, June 3, 1983).

Categories of individuals covered by the system:

Army officers, warrant officers, and enlisted personnel on active duty.

Categories of records in the system:

Third party inquiries pertaining to such matters as dependent assistance, indebtedness, non-support, paternity claims, marriage in oversea areas, health and welfare, claims under Civilian Health and Medical Program of the Uniformed Services.

Authority for maintenance of the system:

10 U.S.C. 3012; 5 U.S.C. 301.

Purpose(s):

To review and answer inquiries concerning personal affairs of service members; e.g., dependent assistance, indebtedness, non-support, paternity claims, Claims under the Civilian Health and Medical Program of the Uniformed Services, marriage in oversea areas, health and welfare, and similar matters that originate from third parties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards.

Retrievability:

By service member's surname.

Safeguards:

Records are available only to designated persons having official need therefor in the performance of their duties.

Retention and disposal:

Retained for 2 years, after which they are destroyed by shredding.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Individuals may inquire of the office where inquiry is believed to have been sent, and should furnish their full name, present address and telephone number, and sufficient details to permit locating the record.

Record access procedures:

Individuals seeking records pertaining to them in this system of records should inquire of the appropriate command/installation/activity, providing information required under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From third parties; official Army records.

Exemptions claimed for the system:

None.

A0725.01dDACF

System name:

Personal Affairs: Army Community Service Assistance Files.

System location:

Army Community Service Centers at installations, Army-wide; addresses may be obtained from the System manager.

Categories of individuals covered by the system:

Any of the following who receive Army Community Service (ACS) assistance: Active duty and retired military personnel and their dependents; members of components on active duty for training and their dependents; Department of Army civilians overseas and their dependents overseas and in Continental United States where local civilian resources are not available; widows, widowers and other next-of-kin, regardless of dependency status, of military personnel who were on active duty or retired at time of decease; next-of-kin of prisoner of war/missing in action (POW/MIA) of all Armed Services; and other personnel designated by the Commander; Army Community Service Program volunteers.

Categories of records in the system:

Documents include, but are not limited to: Contact summaries, progress notes, referral forms, problem statements used to provide referral and follow-up, financial aid; exceptional children assistance, child advocacy assistance, relocation services, general assistance, and similar services; ACS volunteer service records (see DA Form 3063-R, Army Regulation 608-1) for detailed services provided.)

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To provide assistance or service required by persons identified in 'Categories of individuals' above in resolving personal problems; to review qualifications or and assign tasks to Army Community Service volunteers participating in the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only to Army Community Service staff.

Retention and disposal:

Destroyed after 2 years. Information may be transferred from one Army Community Service Center to another upon permanent change of station of service member.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Information may be obtained from Army installation Army Community Service officer upon the individual's providing full name, rank, SSN, and military status, together with current military or dependent identification card.

Record access procedures:

Requests from individuals should be addressed as indicated in 'Notification procedure', furnishing information requird therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individuals receiving assistance; Army records and reports.

Exemptions claimed for the system:

None.

A0725.06aDACF

System name:

Army Emergency Relief Transaction File.

System location:

Army Emergency Relief offices at Army installations. Official addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Any of the following who receive Army Emergency Relief financial assistance: Active duty Army personnel and their dependents; members of all Army components retried after completing 20 or more years of active duty and their dependents or retired by reason of physical disability in line of duty and their dependents; dependents of Army personnel missing in action; and eligible widows and orphans of extended active duty Reserve component personnel.

Categories of records in the system:

Documents accumulated by Army Emergency Relief branches and sections, including financial and loan reports, applications for financial assistance, acknowledgments of remittance and assistance received, collection and indebtedness documents, cash bonds, loan ledgers, control ledgers, cancelled checks, prenumbered receipts and documents.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

These records are used by Army Emergency Relief Offices to record and control loans and repayment actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card files.

Retrievability:

By applicant's surname.

Safeguards:

Information in these records is accessible only by Army Emergency Relief Officer and staff.

Retention and disposal:

Records are active until loan is repaid or determined uncollectable and for 2 years thereafter in the Army Emergency Relief Office; transferred to the records holding area for 1 additional year, following which they are destroyed.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Information may be obtained from Army Emergency Relief Offices at installations. Individual should provide full name, rank, SSN, military status, date and place where last Army Emergency loan was obtained, current military or dependent ID card, and signature.

Record access procedures:

Access to information in this system may be obtained upon written request to the Army Emergency Relief Office which is believed to have pertinent information. Individual must furnish information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; records of Army Emergency Relief Offices.

Exemptions claimed for the system:

None.

A0726.06DAPC

System name:

Casualty Information System (CIS).

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Army personnel who are reported as casualties in accordance with Army Regulation 600-10.

Categories of records in the system:

Individual's name, social security number (SSN), date of birth, branch of service, organization, duty, Military Occupational Specialty, rank, sex, race, religion, home of record, and other pertinent information; DD Form 1300, notification/certificate of death.

Authority for maintenance of the system:

10 U.S.C. 3012; Pub. L. 93-289; E.O. 9397.

Purpose(s):

To respond to inquiries; to provide statistical data comprising type, number, place and cause of casualty/death of Army members.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, computer printouts, paper records in file cabinets.

Retrievability:

By individual's name and/or SSN or any other data element.

Safeguards:

All information is restricted to a secure area in buildings which employ security guards. Computer printouts and magnetic tapes and files are protected by password known only to properly screened personnel possessing special authorization for access.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from HQDA (DAPC-PE-SI), 200 Stovall Street, Alexandria, VA 22332, telephone (202)/325-0719.

Record access procedures:

Written requests should contain the individual's name, current address and telephone number, and should identify the person who is the subject of the inquiry by name, rank and SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From casualty reports received from Army commanders or from next-of-kin who provide notification or certificate of death.

Exemptions claimed for the system:

None.

A0727.01DAPC

System name:

Separations: Administrative Board Proceedings.

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Segments exist at Major Army Commands and subordinate commands, field operating agencies, and activities exercising general courts-martial jurisdiction.

Categories of individuals covered by the system:

Military members on whom allegations of defective enlistment/agreement/fraudulent entry/alcohol or other drug abuse rehabilitation failure/unsatisfactory performance/misconduct/homosexuality under provisions of Chapters 7, 9, 13, 14, or 15 of Army Regulation 635-200 result in Administrative Board Proceedings.

Categories of records in the system:

Notice to service member ofwhich proposed separation from the Army is based; supporting documentation; DA Form 2627, Record of Proceedings under Article 15, UCMJ; DD Form 493, Extract of Military Records of Previous Convictions; medical evaluation; MOS evaluation and aptitude area scores; member's statements, testimony, witness statements, affidavits, rights waiver record; hearing transcript; board findings and recommendations for separation or retention; final action.

Authority for maintenance of the system:

10 USC 1169.

Purpose(s):

Information is used by processing activities and the approval authority to determine if the member meets the requirements for recommended separation action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessed only by designated persons having official need therefor, within buildings secured during non-duty hours.

Retention and disposal:

The original of board proceedings becomes a permanent part of the member's Military Personnel Records Jacket. When separation is ordered, a copy is sent to member's commander where it is retained for 2 years before being destroyed. When separation is not ordered, board proceedings are filed at the headquarters of the separation authority for 2 years, then destroyed. A copy of board proceedings in cases where the final authority is the US Army Military Personnel Center, pursuant to Army Regulation 635-200, is retained by that headquarters (DAPC-EPA) for 1 year following decision.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records may inquire of the commander at the installation where administrative board convened, or to the System Manager, ATTN: DAPC-EPA. Individual should furnish his/her full name, details concerning the proposed or actual separation action to include location and date, and signature.

Record access procedures:

If individual has been separated from the Army, inquiry should be made of the National Personnel Records Center, General Services Administration, 9700 Page Boulevard, St Louis, MO 63132 in that proceedings will be part of the Military Personnel Records jacket. If member is on active duty, inquiry should be made of the commander who convened the administrative board. Information in 'Notification procedure' must be provided.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; his/her commander; Army personnel, medical, and/or investigative records; witnesses; the Administrative Board; Federal, State, local, and/or foreign law enforcement agencies.

Exemptions claimed for the system:

None.

A0727.05OSA

System name:

Army Council of Review Boards.

System location:

Office, Secretary of the Army, The Pentagon, Washington, DC 20310. The US Army Management Systems Support Agency maintains an automated index of Discharge Review Board cases by alphanumeric code and case summary data by personal identifier. The Discharge Review Directorate of US Army Reserve Components Personnel and Administration Center, St Louis, MO performs administrative processing of these cases via its on-line terminal to the Army Discharge Review Board. Decisions of the Army Council of Review Boards are incorporated in the Official Military Personnel File of the petitioner at the US Army Reserve Components Personnel and Administration Center, St Louis, MO.

Categories of individuals covered by the system:

Members and/or former members of the active Army; prospective enlistees/inductees separated or pending separation who have cases pending or under consideration by the Army Council of Review Boards or any of its components.

Categories of records in the system:

Individual's application for review which includes name, SSN, present address; name and address of counsel, if applicable; type, authority, and reason for discharge; mode of hearing, if desired; issues addressed by the board, findings, conclusions, and decisional documents.

Authority for maintenance of the system:

10 U.S.C. 1214, 1216, 1553, 1554.

Purpose(s):

Records are used by the following Boards to determine propriety of action taken or requested, within the purview of the Board's charter: (1) Army Discharge Review Board, (2) Army Board for Review of Elimination, (3) Army Discharge Rating Review Board, (4) Army Physical Disability Appeal Board, (5) Army Security Review Board, and (6) Ad Hoc Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards, paper records in file folders, magnetic tapes and/or discs, microfiche.

Retrievability:

Within individual Board, by SSN or surname of petitioner.

Safeguards:

Information is privileged, restricted to individuals who have need therefor in the performance of official duties. Records are retained in locked rooms within buildings having security guards. Automated records are identified as Privacy Act data and further protected by assignment of user ID and passwords.

Retention and disposal:

Paper records are permanently stored in the Official Military Personnel File. Active cases in automated media are retained for 2 years before being transferred to the historical files where they are retained permanently.

System manager(s) and address:

Director, Army Military Review Boards Agency, ATTN: MISD, Office of the Secretary of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information exists on them in this system of records may inquire by writing to the Executive Secretary, Management Information and Support Directorate, SFRB-2, Army Military Review Boards Agency, Room 1E-520, The Pentagon, Washington, DC 20310. Individuals must furnish full name, SSN, home address and telephone number, and sufficient details to permit locating the records in question.

Record access procedures:

See 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; his/her Official Military Personnel File; correspondence, documents, and related information generated as a result of action by the Boards.

Exemptions claimed for the system:

None.

A0727.08DAPC

System name:

Temporary Disability Retirement Master List (TDRL).

System location:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400. Copy of the Master List is retained at US Army Physical Disability Agency, Health Services Command, US Army Enlisted Records and Evaluation Center; US Army Reserve Components Personnel and Administration Center, and US Army Finance and Accounting Center.

Categories of individuals covered by the system:

Army personnel who are on temporary disability retirement.

Categories of records in the system:

File contains SSN, name, address, Department of Army special order number, percentage of disability, doctor code, re-examination date, date placed on TDRL, hospital code, travel code, Army component, pay termination code, requirement for board code, record control number, hospital name and address.

Authority for maintenance of the system:

10 U.S.C. 1376.

Purpose(s):

To coordinate with medical treatment facilities for scheduling medical examinations; to issue travel orders for individual to report to medical treatment facility for annual medical examination; to determine individual's status by the end of the fifth year of being on the TDRL, i.e., whether individual is to be permanently retired for disability, or returned to duty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in medical treatment facilities; magnetic tape, disc.

Retrievability:

By SSN and date.

Safeguards:

Access to all records is restricted to individuals having need therefor in the performance of duties. Automated media are further protected by authorized password for system, controlled access to operation rooms and controlled output distribution.

Retention and disposal:

A magnetic tape record is maintained on each individual while in a temporary disability retired status. The current and two previous tape files are maintained at any given time.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332-0400.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: EPA-D, furnishing full name, SSN, current address and telephone number, and signature. Inquiries are restricted to issues relating to the TDRL only; issues of pay must be made at the US Army Finance and Accounting Center.

Record access procedures:

Individuals desiring to access records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From medical treatment facilities, Army Physical Disability Agency, other Army records and reports.

Exemptions claimed for the system:

None.

A0727.09DAAG

System name:

Army Civilian/Military Service Review Board.

System location:

U.S. Army Reserve Personnel Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Categories of individuals covered by the system:

Civilian or contractual personnel (or their survivors) who were members of a group certified by the Secretary of the Air Force to have performed active duty with the Armed Forces of the United States.

Categories of records in the system:

Application of individuals for recognition of service, evidence that supports claim of membership in approved group, action of the Army Civilian/Military Service Review Board, DD Form 214 and DD Form 256 or 257 as appropriate, and similar relevant documents.

Authority for maintenance of the system:

Section 401, Pub. L. 95-202; DOD Directive 1000.20.

Purpose(s):

To determine whether individual applicants were members of civilian or contractual groups approved as having rendered service to the Army and whose service constitutes active military service, and to issue appropriate discharge or casualty documents, including applicable pay and equivalent rank or grade.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Copy of DD Form 214 is furnished to the Veterans Administration for benefits entitlements. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Papers stored in file folders.

Retrievability:

By applicant's surname.

Safeguards:

Information is accessible only to designated persons having official need therefor in the performance of their duties. During non-duty hours, guards assure that records areas are secured.

Retention and disposal:

Upon favorable Board decision, an Official Military Personnel File is ing individual's application, Board n, Board action, DD Form 214, DD Form 256 or 257 as appropriate, DD Form 1300 if applicable. This file is transferred to the National Personnel Records Center, GeneraL Services Administration, where it is retained permanently. Disapproved applications, together with supporting documentation of the Board's decision, are retained for 2 years, following which they are destroyed by shredding.

System manager(s) and address:

Commander, U.S. Army Reserve Personnel Center, 9700 Page Boulevard, St Louis, MO 63132-5200.

Notification procedure:

Requests from individuals as to whether or not information on them exists in this system should be addressed to the System Manager, Attn: DARP-PAS-ENC. Individual should provide full name at the time of the recognized military service, date and place of birth, details concerning affiliation with group certified to have performed active duty with the Army, and signature.

Record access procedures:

Requests for access should be submitted as specified under 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A0728.OICFSC

System name:

Army Retirement Services Program Files.

System location:

Office of Retired and Veterans Affairs, Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0521. Segments of this system exist at Headquarters, Forces Command, Fort McPherson, GA; U.S. Army Training and Doctrine Command, Fort Monroe, VA; Headquarters, Military District of Washington; and installations operating retiree councils and/or service activities.

Categories of individuals covered by the system:

All retired Army personnel and eligible members of their families; active and retired members of other uniformed services and their eligible family members in geographical areas where their present organization does not offer services.

Categories of records in the system:

Retiree's name, grade, retirement class/date/code, SSN, branch of service, date of birth, component, years of service, percentage of disability, sex, and home address; biographical sketch of retirees seeking appointment to the Army Chief of Staff Retiree Councils comprising much of the above information and supplemented by description of involvement in military and civic affairs since retirement, statement of willingness to serve pursuant to Army Regulation 608-25, correspondence between Army and applicant regarding acceptance/nonselection, active duty training orders; and similar relevant documents.

Authority for maintenance of the system:

Title 10 U.S.C., sections 1588 and 3966.

Purpose(s):

To inform retirees and eligible members of their families of their rights, benefits, and privileges; pending legislation and policies affecting them; to provide the Army insight into problems and needs of the retirees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes and printouts; microfiche.

Retrievability:

By individual's surname.

Safeguards:

Information is accessed only by individuals having official need therefor, within buildings protected by security guards during nonduty hours.

Retention and disposal:

Magnetic tapes contining names and addresses of retirees are updated periodically to reflect current information; information is retained until no longer needed. Correspondence and documents related to the Army Chief of Staff Retiree Councils are retained 5 years, following which they are destroyed by shredding.

System manager(s) and address:

Office of Retired and Veterans Affairs, Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331-0521.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: Retired Activities (CFSC-FSR). Individual must furnish full name, address and telephone number, and sufficient details to locate the record.

Record access procedures:

Individuals desiring access to records pertaining to them in this system of records should write as indicated in "Notification procedure," providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A0807.01DAPE

System name:

School Employee File.

System location:

Army-operated dependents schools in the United States located at: Ft Benning, GA; Ft Bragg, NC; Ft Campbell, KY; Ft Jackson, SC; Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; and at the US Military Academy, West Point, NY. Individual records are retired to the National Personnel Records Center, St. Louis, MO 63118 30 days after termination of employment.

Categories of individuals covered by the system:

Employees of the Army-operated dependents schools.

Categories of records in the system: Employment applications; personnel action forms; copies of contracts or excerpts therefrom which describe services to be performed; time periods involved; amount of pay; location of employment; appointment affidavits; statements of service; group life and accident insurance election; survivor benefit elections; change of name request; educational transcripts; position assignment notices; promotion/reduction recommendations with approvals/declinations; supervisor evaluations; annual, sick and/or teacher leave records; miscellaneous correspondence, documents, and records concerning dependents; military and other Federal service, including service in other Federally funded dependents schools; letters of recommendations, commendations, reprimands, counseling sessions, and conference records.

Authority for maintenance of the system:

Pub. L. 81-874, section 6.

Purpose(s):

To maintain record of the individual's Federal service; to document actions attributable to his/her employment and status; to administer pay and other employment policies and regulations as required by Pub. L. 81-874, the US Commissioner of Education, and/or respective State Departments of Education.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to authorized representatives of the the Secretary of the Department of Health and Human Services and/or the Department of Education to verify that pay and employment practices in the Army-operated dependents schools are comparable to those of the school districts in the State used for comparability purposes; verification, for salary and retirement purposes of Federal employment for personnel subsequently employed by public, Federal, or private school systems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By employee's surname.

Safeguards:

Records are maintained in secured areas accessible only to authorized personnel having official need therefor in the performance of official duties.

Retention and disposal:

Records are permanent. They are retained at the dependents schools until 30 days after termination of individual's service and subsequently retired to the National Personnel Records Center, St. Louis, MO 63118.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Superintendent of Schools at the installations listed above. If inquiry is made 30 days after termination of employment, it should be made to the National Personnel Records Center. Written requests should contain individual's current name, the name used during the period of Federal employment at the school concerned, if different, date of birth, names of schools, locations, and dates of employment.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, notice of personal security clearance from Defense Investigative Service, appointment affidavits, copies of contracts or excerpts therefrom, personnel action, survivor benefit forms, education transcripts, position assignment notices, promotion/reduction recommendations with approvals/declinations, leave records, Army records and reports, documents from previous employers and/or other Federal agencies.

Exemptions claimed for the system:

None.

A0807.05DAPE

System name:

NAF Personnel Records.

System location:

Civilian Personnel Offices and at Army installations; National Personnel Records Center, (Civilian), 111 Winnebago Street, St Louis, Mo. 63118. Where duplicates of these records are stored in a second office, e.g., an administrative office closer to where the employee actually works, this notice applies.

Categories of individuals covered by the system:

All individuals who have applied for employment with, are employed by, or were employed by nonappropriated fund (NAF) activities.

Categories of records in the system:

Applications for employment, documents relating to testings, ratings, qualifications, prior employment, appointment, suitability, security, retirement, group insurance, medical certificates; performance evaluations; job descriptions; training and career development records; awards and commendations data, tax withholding authorizations; documents relating to injury and death compensation, unemployment compensation, travel and transportation, reduction-in-force, adverse actions, confilict-of-interest and/or conduct, and similar relevant matters.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

These records are maintained to carry out a personnel management program for Department of the Army non-appropraited fund instrumentalities. Records are used to recruit, appoint, assign, pay, evaluate, recognize, discipline, train and develop, and separate individuals; to administer employee benefits; and to conduct labor-management relations, employee-management relations, and responsibilities inherent in managerial and supervisory functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

Appropriate Federal agencies such as the Office of Personnel Management, Department of Labor, Department of Justice, General Services Administration, General Accounting Office, to resolve and/or adjudicate matters falling within their jurisdiction. Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, kardex files.

Retrievability:

By individual's surname or SSN.

Safeguards:

Records are maintained in areas restricted to authorized persons having official need therefor; all information is regarded as if it were marked 'For Official Use Only'.

Retention and disposal:

Records are permanent; after employee separates, records are retired to the National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, MO 63318 within 30 days. Copies of these records maintained in an administrative office or by the supervisor are retained until the employee transfers or separates; destroyed 30 days later.

System manager(s) and address:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC, 20310.

Notification procedure:

Information may be obtained from the local Civilian Personnel Officer; former nonappropriated fund employees should write to the National Personnel Records Center (Civilian) 111 Winnebago Street, St Louis, MO 63118. Individual should provide his/her full name, current address and telephone number, a specific description of the information/records sought, and any identifying numbers such as SSN.

Record access procedures:

Individuals desiring access to information about themselves in this system of records may inquire of their local Civilian Personnel Officer or, if separated, the National Personnel Records Center (see 'System location'). Individual should furnish information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the applicant; statements or correspondence from persons having knowledge of the individual; official records; actions affecting individual's employment and/or pay.

Exemptions claimed for the system:

None.

A0807.14DAPE

System name:

Department of the Army Civilian Personnel Systems.

System location:

Primary System is the Civilian Personnel Information System/Civilian Career Management File, US Army Civilian Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Derivative Systems are maintained at commands, installations and activities dependent on the type of system maintained. Command-wide systems are the Civilian Personnel Accounting System at US Army Military District of Washington, the US Army Corps of Engineers Management Information System, and the Personnel Management Information System of US Army Materiel Command.

Categories of individuals covered by the system:

All US citizen appropriated fund employees and, in some instances, non-appropriated fund employees, dependents, and foreign nationals; military personnel are included in the incentive awards and training programs.

Categories of records in the system:

Civilian personnel systems vary in informational capacity according to respective requirements and contain several or all of the following records: Academic discipline; career program; citizenship; date of birth; educational level; employee tenure; Federal Employees Group Life Insurance; functional classification; name of employee; nature of action; occupational series; pay basis, pay plan, rate determinant; physical handicap; position occupied and tenure; military status; salary; service computation date; sex; SSN; special program identifier; step or rate; submitting office number; training data, including costs, non-duty hours, on-duty hours, principal purpose, special interest program, date of completion; type of appointment; unit identification code; veterans preference; work schedule; organizational and position data; retention data; adverse action data; Fair Labor Standards Act coverage; cost of living allowances; transportation entitlements; cost codes; leave category; salary history; wage area; position sensitivity; security investigation data; security clearance and access data; performance/suggestion/cash awards; reemployment rights; training agreement; reserve status; vessel operations qualifications; Government driver's license; food handler's permit; intern recruitment and training data; career management data including performance/potential ratings; employee evaluation; qualifications; achievements; dependent data; overseas sponsor information; state address; home address; leave data; foreign language code. Records are maintained for military personnel participating in department-wide incentive awards and training programs sponsored by operating civilian personnel offices.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

Information in this system is used by civilian personnel offices to screen qualifications of employees; determine status, eligibility, and employee's rights, and benefits under pertinent laws and regulations governing Federal employment; compute length of service; compile reports and statistical analyses of civilian workforce strength trends, accounting, and composition; and to provide personnel services.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

Department of Labor, Veterans Administration, Social Security Administration, or a national, State, county, municipal, or other publicly recognized charitable or income security administration agency (e.g., State unemployment compensation agencies), where necessary to adjudicate a claim under OPM's retirement, insurance, or health benefits program or to conduct an analytical study or audit of benefits being paid under such programs.

Office of Federal Employees Group Life Insurance, information necessary to verify election, declination, or waiver or regular and/or optional life insurance coverage or eligibility for payment of a claim for life insurance.

Health insurance carriers contracting with OPM to provide a health benefits plan under the Federal Employees Health Benefits Program, information necessary to identify enrollment in a plan, to verify eligibility for payment of a claim for health benefits, or to carry out the coordination or audit of benefit provisions of such contracts.

Federal, State, or local agencies for determination of an individual's entitlement to benefits in connection with Federal Housing Administration programs.

Officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

Public and private organizations, including news media, which grant or publicize awards and/or honors, information on individuals considered/selected for incentive awards and other honors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, drum, disc, punched cards; microfilm/fiche; or hard copy.

Retrievability:

By SSN and/or name.

Safeguards:

Computer facilities and terminals are located in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records, microfilm/fiche, and computer printouts are stored in locked rooms or cabinets on military installations or in buildings secured by guards.

Retention and disposal:

These records are retained for varying periods of time. Generally, they are maintained for a minimum of 1 year or until the employee transfers or separates. They may also be retained indefinitely as a basis for longitudinal work history statistical studies.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Upon presentation of proper identification, information may be obtained from servicing civilian personnel office. Individual must provide full name and SSN.

Record access procedures:

Individuals desiring access to records about themselves in this system may inquire as specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; from his/her official personnel files.

Exemptions claimed for the system:

None.

A0812.03DAPE

System name:

Grievance Records.

System location:

Servicing civilian personnel offices for each Army activity or installation.

Categories of individuals covered by the system:

Current or former employees of the Department of the Army who have submitted grievances in accordance with Part 771 of the regulations of the Office of Personnel Management (5 CFR Part 771) or through a negotiated grievance procedure.

Categories of records in the system:

Case File includes all documents related to the grievance, including statements of witnesses, reports of interviews and hearings, examiner's finding and recommendations, copy of the original and final decisions, and related correspondence and exhibits.

Authority for maintenance of the system:

5 U.S.C., Parts 1302, 3301, Executive Order 10577; 3 CFR Parts 1954-1958; Executive Order 10987; 3 CFR 1959-1963.

Purpose(s):

To review allegations, obtain facts, conduct hearings when appropriate, and render decision.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name.

Safeguards:

Information is maintained in lockable metal filing cabinets to which only authorized personnel have access.

Retention and disposal:

Records of appropriated fund employees are destroyed 7 years after closing of the case; those of non-appropriated fund employees are destroyed 5 years after closing. Disposal is by shredding.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

It is required that individuals submitting grievances be provided a copy of the record under the grievance process. They may, however, contact the Army personnel or designated office where the action was processed regarding the existence of such records on them. They must furnish the following information for their records to be located and identified: Name, date of birth, approximate date of closing the case and kind of action taken, organization and activity where employed at time grievance was initiated, and signature.

Record access procedures:

Individuals desiring access to records about them should address a written inquiry as indicated in 'Notification Procedure', providing information specified therein.

Contesting record procedures:

Review of requests from individuals seeking amendment of their records which have been the subject of a judicial or quasi-judicial action will be limited in scope. Review of amendment requests of these records will be restricted to determining if the record accurately documents the action of the Army's ruling on the case, and will not include a review of the merits of the action, determination, or finding.

Individuals wishing to request amendment to their records to correct factual errors should contact their servicing civilian personnel office, providing information specified in 'Notification procedure'. Individuals must also follow the Privacy Act regulations of the Office of Personnel Management (see 5 CFR Part 297.208 and 297.201.)

Record source categories:

From the individual on whom the record is maintained; testimony of witnesses; related correspondence; Army records and reports; similar relevant documents.

Exemptions claimed for the system:

None.

A0901.02DASG

System name:

Medical Facility Administration Records.

System location:

Medical centers, hospitals, health clinics; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Individuals who are authorized to use services of an Army medical facility.

Categories of records in the system:

Information in this system generally relates to administration at a medical facility, as opposed to an individual's health/care. Typically, records comprise scheduling of appointments, medical history data used to locate medical records, birth, death, accountability of patients (e.g., bed charts, transfer, leave requests, etc.); receipts for patients' personal property, prescriptions for medications, eyeglasses, hearing aids, prosthetic devices, diet/special nourishment plans, blood donor records, charges, receipts and accounting documents of payments for medical/dental services; register number assigned; and similar records/reports.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To locate medical records and personnel, schedule appointments; provide research and statistical data; to enhance efficient management practices and effective patient administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Birth records may be disclosed to States' Bureau of Vital Statistics; overseas birth records are disclosed to the Department of State.

Death records may be disclosed to Federal, State, and private sector authorities having legitimate need therefor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards; paper records in file folders.

Retrievability:

By individual's surname or SSN.

Safeguards:

Records are maintained within secured buildings in areas accessible only to persons having official need therefor who are properly trained and screened.

Retention and disposal:

Nominal index files, including register numbers assigned, are destroyed after 20 years. Records of transient value (e.g., issuance of spectacles/prosthetics, diet/food plan, etc.) are destroyed within 3 months of patient's release. Other records have varying periods of retention as follow: Record of birth/death: 2 years; Patient accountability (admission/discharge): 5 years; Blood donor: 5 years or when no longer needed for medical/legal reasons: Record of patient's personal property: 3 years.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system should contact the Patient Administrator at the medical facility where service/care was provided. Inquirer should furnish full name, SSN, details which will assist in locating record, and signature.

Record access procedures:

Individuals seeking access to information from this system should inquire as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; medical facility records and reports.

Exemptions claimed for the system:

None.

A0903.07DASG

System name:

Entrance Medical Examination Files.

System location:

Army medical examining facilities; Military Enlistment Processing Stations (for enlistees); Department of Defense Medical Review Board, US Academy, CO 80840 (except for reservists).

Categories of individuals covered by the system:

Individuals who (a) enroll in the ROTC program, (b) enlist or are appointed in the US Army or US Army Reserves, or (c) are appointed as a cadet to the US Military Academy.

Categories of records in the system:

Entrance medical examination and resulting documentation such as SF 88, Report of Medical Examination, and SF 93, Report of Medical History, together with relevant and supporting documents.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To determine medical acceptance of applicant for military service and thereafter to properly assign and use individual. Management data are derived and used by Health Services Command to evaluate effectiveness of procurement medical standards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; selected management data are stored on word processing or magnetic discs and tapes.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in buildings using security guards, accessible only to authorized personnel having official need for the information who are properly screened and trained.

Retention and disposal:

Original SF 88 and 93 become permanent documents in individual's Health Record; 1 copy of these forms and supporting documentation is retained by the Army or Military Enlistment Processing Station examining Facility for 1 year; 1 copy is forwarded to the DOD Medical Review Board where it is retained for 5 years.

Records of individuals rejected for military service are retained for statistical analyses, but for no longer than 2 years, after which they are destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not this system contains information on them should write to the Commander of the medical examining facility where physical examination was given. Individual should furnish his/her full name, SSN, home address, approximate date of the examination, and signature.

Record access procedures:

Individuals desiring access to records pertaining to themselves should write as indicated in 'Notification procedure', furnishing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; from the physician and other medical personnel.

Exemptions claimed for the system:

None.

A0906.01DASG

System name:

Medical Review Files.

System location:

Office of The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Applicants and registrants who are being considered for Army service and whose medical fitness is questionable; Army members being considered for continuance in service, promotion, special assignment, or separation whose medical fitness is questioned either by the medical evaluating authority or by the individual.

Categories of records in the system:

Files contain documents relating to medical fitness of individuals for appointment, enlistment, retention in service, promotion, special assignment, or separation. Included are reports of medical examination and evaluation, psychological evaluation reports, and similar or related documents.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 1071.

Purpose(s):

To evaluate medical fitness of marginally qualified personnel for Army program with strict regard to established medical standards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

by individual's name.

Safeguards:

Records are maintained in secured areas accessible only to designated personnel having official need therefor in the performance of assigned duties.

Retention and disposal:

Destroyed after 3 years.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager, ATTN: DASG-AOM, providing full name, place and date of medical examination, additional details that will facilitate locating the record, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From clinical records, health records, medical boards, civilian physicians, consultation reports, other Army records an .

Exemptions claimed for the system:

None.

A0906.04DASG

System name:

Medical Evaluation Files.

System location:

Primary system is located at Army Medical Department medical facilities convening a medical board. A segment exists at the US Army Physical Evaluation Board and the US Army Physical Disability Agency (USAPDA).

Categories of individuals covered by the system:

Army members whose medical fitness for continued service has been questioned either by the member or his/her commander.

Categories of records in the system:

Personal information concerning the member; certain codes of specific types of injuries for research study purposes; Veterans Administration Schedule for Rating Disability Diagnostic Codes; documents reflecting determinations by an Army board of medical fitness for continued Army active service; board proceedings and related documents.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 1071 and 1201.

Purpose(s):

Records are used by Medical Boards to determine medical fitness for continued Army active service. They are used by the Physical Evaluation Board to review board findings when required and to determine if the individual should be discharged, temporarily or permanently retired for disability, or retained for active service. The US Physical Disability Agency reviews determinations and dispositions. and responds to inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic diskettes.

Retrievability:

By individual's name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened and trained. Operation of data processing equipment and magnetic tapes are limited strictly to authorized personnel. Computer has key lock and key is controlled. Magnetic diskettes are stored and controlled to ensure they do not result in unauthorized disclosure of personal information.

Retention and disposal:

Records of Medical Boards are retained for 5 years and then destroyed. Records of the US Army Physical Evaluation Boards are retained for 2 years or until discontinued, whichever occurs first. Records at the US Army Physical Disability Agency are retained for 5 years and then destroyed. Destruction of all records is by shredding.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals who believe this system of records contains information pertaining to them should write to the System Manager, ATTN: DASG-AOM. Individual should furnish his/her full name, SSN, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; medical records and reports.

Exemptions claimed for the system:

None.

A0909.04DASG

System name:

Medical Regulating Files.

System location:

Primary system is located at the Office of The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Segments exist at Army medical treatment facilities, evacuation units and medical regulating offices.

Categories of individuals covered by the system:

Any patient requiring transfer to another medical treatment facility who is reported to the Armed Services Medical Regulating Office by US Government medical treatment facilities for designation of the receiving medical facility.

Categories of records in the system:

File contains information reported by the transferring medical treatment facility and includes, but is not limited to, patient identity, service affiliation and grade or status, sex, medical diagnosis, medical condition, special procedures or requirements needed, medical specialties required, administrative considerations, personal considerations, the patient's home town and/or duty station and other information having an impact on the transfer.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To properly determine the appropriate medical treatment facility to which the reported patient will be transferred; to notify the reporting US Government medical treatment facility of the transfer destination; to notify the receiving medical treatment facility of the transfer; to notify evacuation units, medical regulating offices and other government offices for official reasons; to evaluate the effectiveness of reported information; to establish further the specific needs of the reported patient; for statistical purposes; and when required by law and official purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

NOTE: Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., section

1175 and Title 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains. 'Blanket Routine Uses' do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; index cards.

Retrievability:

By individual's name.

Safeguards:

Records are maintained in secured areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Destroyed 1 year following the end of the calendar year in which the patient was reported to the Armed Services Medical Regulating Office.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the System Manager or to the Patient Administrator at the medical treatment facility where service was provided. Individual should provide full name, rank or status and parent service, approximate date of transfer, medical treatment facility from which transferred, and current address and telephone number.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From transferring and receiving d treatment facilities, medical regulating offices, evacuation offices, and other US Government offices, agencies and commands relevant to the patient transfer.

Exemptions claimed for the system:

None.

A0912.01bDASG

System name:

Professional Consultant Control Files.

System location:

Office of The Surgeon General; HQDA; US Army Health Services Command; US Army Medical Command, Europe.

Categories of individuals covered by the system:

Any individual who has been used or appointed as a professional consultant in the professional medical services.

Categories of records in the system:

Documents relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 1071-1086.

Purpose(s):

To appoint and monitor utilization of designated consultants.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Clinical privileged information may be provided to civilian and military medical facilities, Federation of State Medical boards of the United States, State Licensure Authorities and other appropriate professional regulating bodies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By last name of consultant.

Safeguards:

Records are maintained in secured areas accessible only to authorized individuals having official need therefor in the performance of assigned duties.

Retention and disposal:

Records are destroyed 1 year after termination of Consultant's appointment.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DASG-PTZ/C. Inquirer should provide his/her full name, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A0912.01cDASG

System name:

Professional Personnel Informational File.

System location:

US Army Health Services Command, Ft Sam Houston, TX 78234.

Categories of individuals covered by the system:

Practicing physicians, residents, psychologists, social workers, and pharmacists assigned or employed in medical treatment facilities operated by the Health Services Command.

Categories of records in the system:

Files contain personal information provided to the various professional consultants assigned to Health Services Command by practitioners assigned to command medical treatment facilities. This includes personal data questionnaires, curricula, vitae, assignment preferences, personal correspondence, and other records pertaining to the professional qualifications and experience of personnel being monitored by the consultant.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To establish and maintain familiarity with the locations, assignments, utilization, marital and family status, professional and military experience and qualifications, and assignment preferences of professional staff in medical treatment activities, and as an aid in monitoring the utilization of professional personnel and to assist in career management and assignment activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Clinical privileged information may be provided to civilian and military medical facilities, Federation of State Medical Boards of the United States, State Licensure Authorities and other appropriate professional regulating bodies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; index card files.

Retrievability:

By last name of professional person.

Safeguards:

Records are stored in buildings protected by security guards; access to records is restricted to designated individuals having need therefor in the performance of official duties.

Retention and disposal:

Records are destroyed within 1 year following termination of practitioner's assignment or employment.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records should write to the Commander, US Army Health Services Command, ATTN: HSPA-C, Ft Sam Houston, TX 78234. .Individual should furnish his/her full name, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Official Personnel Rosters, registers, and Army records and reports.

Exemptions claimed for the system:

None.

A0912.04DASG

System name:

Medical Staff Credentials File.

System location:

Medical treatment facilities at Army commands, installations and activities. Official mailing addresses are contained in the appendix to the Army's inventory of System Notices at 48 FR 25773, June 6, 1983.

Categories of individuals covered by the system:

Individuals performing clinical practice in medical treatment facilities.

Categories of records in the system:

Documents reflecting delineation of clinical privileges and clinical performance.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 1071.

Purpose(s):

To determine and assess capability of practitioner's clinical practice.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In specific instances, clinical privileged information from this system of records may be provided to civilian and military medical facilities, Federation of State Medical Boards of the United States, State Licensure Authorities and other appropriate professional regulating bodies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to the medical treatment facility commander and credentials committee members.

Retention and disposal:

Records are retained in medical treatment facility of individual's last assignment. Records of military members are transferred to individual's Military Personnel Records Jacket upon separation or retirement. Records on civilian personnel are destroyed 5 years after employment terminates.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be requested from the commander of the medical treatment facility where practitioner provided clinical service.

Record access procedures:

Individuals seeking access to information from this system should contact the commander of the medical treatment facility where clinical service was provided, furnishing full name, SSN, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Interviewer, individual's application, medical audit results, other administrative or investigative records obtained from civilian or military sources.

Exemptions claimed for the system:

None.

A0914.02DASG

System name:

Pathology Consultation Record Files.

System location:

Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

Categories of individuals covered by the system:

Individuals treated in military or civilian medical facilities whose cases were reviewed on a consultative basis by members of the staff of the Armed Forces Institute of Pathology.

Categories of records in the system:

Documents, tissue blocks, microscopic slides, X-rays and photographs reflecting outpatient or inpatient treatment or observation of all individuals on whose cases consultation has been requested.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To ensure complete medical data are available to pathologist providing consultative diagnosis to requesting physician in order to improve quality of care provided to individuals; to provide a data base for education of medical personnel; to provide a data base for medical research and statistical purposes and when required by law or for official purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual records may be released to referring physician, to physicians treating the individual, to qualified medical researchers and students, and to other Federal agencies and law enforcement personnel when requested for official purposes involving criminal prosecution, civil court action or regulatory orders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, X-rays, photographs in paper file folders, microfiche, magnetic tape, printout; tissue blocks in appropriate storage containers; and microscopic slides in cardboard file folders.

Retrievability:

By last name or terminal digit number (SSN) or accession number assigned when case is received for consultation.

Safeguards:

Access to the Armed Forces Institute of Pathology is controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Retained as long as case material has value for medical research or education. Individual cases are reviewed periodically and materials no longer of value to the Institute are destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington DC 20310.

Notification procedure:

Information may be obtained from the Chief, Patient Records and Tissue Repository Division, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306. Requesting individual must submit full name, name, SSN or service number of military sponsor and branch of military service, if applicable, or accession number assigned by the Armed Forces Institute of Pathology, if known. For requests made in person, identification such as military ID card or valid driver's license is required.

Record access procedures:

Requests from individuals should be addressed to the Chief, Patient Records and Tissue Repository Division, Armed Forces Institute of

Pathology, Walter Reed Army medical Center, Washington, DC 20306.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Interview, diagnostic test, other available administrative or medical records obtained from civilian or military sources.

Exemptions claimed for the system:

None.

A0914.04DASG

System name:

Research and Experimental Case Files.

System location:

US Army Medical Research Institute of Chemical Defense, Aberdeen Proving Ground, MD 21010.

Individual research/test/medical documents (paper records) are contained in individual's health record which, for reserve and retired military members, is at the US Army Reserve Components Personnel and Administration Center, St. Louis, MO; for other separated military members, is at the National Personnel Records Center, St. Louis, MO; for military members on active duty, is at the servicing medical facility/center; for civilians (both Federal employees and prisoners) is in a special file at the National Personnel Records Center.

As paper records are converted to microfiche, the original (silver halide) and 1 copy of the microfiche will be located at the Washington National Records Center; 1 copy will be located at The Surgeon General's Office (DASG-PSA), Headquarters, Department of the Army, Washington, DC 20310; 1 copy will reside with the Army contractor - the National Academy of Sciences; and 1 copy retained at the US Army Medical Research Institute of Chemical Defense.

Historical 16mm film and audio visual tapes are at Norton Air Force Base, CA.

Categories of individuals covered by the system:

Volunteers (military members, Federal civilian employees, state prisoners) who participated in Army tests of potential chemical agents and/or antidotes from the early 1950's until the program ended in 1975.

Categories of records in the system:

Individual pre-test physical examination records and test records of performance and biomedical parameters measured during and after test exposure.

Authority for maintenance of the system:

10 U.S.C. 3012e and 4503.

Purpose(s):

To follow up on individuals who voluntarily participated in Army chemical/biological agent research projects for the purpose of assessing risks/hazards to them, and for retrospective medical/scientific evaluation and future scientific and legal significance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Veterans Administration in connection with benefits determinations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in individual's medical file folders; see 'system location' above for storage of microfiche, computer magnetic tapes and paper printouts, video tapes and 16mm film.

Retrievability:

Paper records in individual's health record are retrieved by surname and/or service number/social security account number. Microfiche are retrieved by individual's surname. Film/video tape is accessed by case number and/or volunteer's number. Automated records are accessed by volunteer's number or case number.

Safeguards:

Paper records and microfiche are kept in locked rooms/compartments with access limited to authorized personnel. Access to computerized data is by use of a valid site ID number assigned to the individual terminal and by a valid user ID and password code assigned to authorized user, changed periodically to avoid compromise. Data entry is on-line using a dial-up terminal. Computer files are controlled by keys known only to US Army Medical Research Institute of chemical Defense personnel assigned to work on the data base. Data base output is available only to designated computer operators at the Institute. Computer facility has double barrier physical protection. The remote terminal is in a room which is locked when vacated and the building is secured when unoccupied. The contractor (National Academy of Sciences) employs equal safeguards which meet Army standards for Privacy Act data.

Retention and disposal:

Records stored in the computer and on microfiche are retained indefinitely he sites identified under 'system location'. Paper medical records in an individual's health record are retained permanently.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to inquire whether this system of records contains information about them should contact the Commander, US Army Medical Research Institute of Chemical Defense, Aberdeen Proving Ground, MD 21010. Written requests should include the full name, social security account number, current address and telephone number of the requester. For personal visits, the individual should be able to provide acceptable identification such as valid driver's license, employer or other individually identifying number, building pass, etc.

Record access procedures:

Individuals seeking access should follow the procedures in 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual through test/questionnaire forms completed at test location; from medical authorities/sources by evaluation of data collected previous to, during, and following tests while individual was in this research program.

Exemptions claimed for the system:

None.

A0917.01DASG

System name:

Health Care and Medical Treatment Record System.

System location:

Army Medical Department facilities and activities.

Categories of individuals covered by the system:

Military members of the Armed Forces (both active and inactive); dependents; civilian employees of the Department of Defense; members of the US Coast Guard, Public Health Service, and Coast and Geodetic Survey; cadets and midshipmen of the military academies; employees of the American National Red Cross; and other categories of individuals who receive medical treatment at Army Medical Department facilities/activities.

Categories of records in the system:

Medical records (of a permanent nature) used to document health; psychological and mental hygiene consultation and evaluation; medical/dental care and treatment for any health or medical condition provided an eligible individual on an inpatient and/or outpatient status to include but not limited to: Health; clinical (inpatient); outpatient; dental; consultation; and procurement and separation x-ray record files. Subsidiary medical records (of a temporary nature) are also maintained to support records relating to treatment/observation of individuals. Such records include but are not limited to: Social work case files, inquiries/complaints about medical treatment or services rendered by the medical treatment facility, and patient treatment x-ray and index files.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 1071-1085; 50 U.S.C., Supplement IV, Appendix 454, as amended.

Purpose(s):

To provide health care and medical treatment of individuals identified in the 'Individual-Category' above; to establish tuberculosis/tumor/ cancer registries; for research studies; compilation of statistical data and management reports; to implement preventive medicine, dentistry, and communicable disease control programs; to adjudicate claims and determining benefits; to evaluate care rendered; determine professional certification and hospital accreditation; and determine suitability of persons for service or assignment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

Veterans Administration: To adjudicate veterans' claims and provide medical care to Army members.

National Research Council, National Academy of Sciences, National Institute of Health, and similar institutions for authorized health research in the interest of the Federal Government and the public. When not essential for longitudinal studies, patient identification data shall be eliminated from records used for research studies. Facilities/activities releasing such records shall maintain a list of all such reasearch organizations and an accounting disclosure of records released thereto.

Local and state government and agencies for compliance with local laws and regulations governing control of communicable diseases, preventive medicine and safety, child abuse, and other public health and welfare programs.

NOTE: Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., section 1175 and Title 42 U.S.C., section 4582. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. 'Blanket Routine Uses' do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; visible card files; microfiche; cassettes; punched cards; magnetic tapes/discs; computer printouts; x-ray film preservers.

Retrievability:

By patient or sponsor's surname or SSN.

Safeguards:

Records are maintained in buildings which employ security guards and are accessed only by authorized personnel having an official need-to-know. Automated segments are protected by controlled system passwords governing access to data.

Retention and disposal:

Medical records of a permanent nature are retained as follows: Military Health/Dental and Procurement/Separation X-ray records are permanent. Clinical (inpatient), Outpatient, Dental, and Consultation record files for military members are destroyed after 50 years;records pertaining to US Military Academy cadets are withdrawn and retired to the Surgeon, US Military Academy, West Point, NY. Records on civilians and foreign nationals are destroyed after 25 years. Records on American Red Cross personnel are withdrawn and forwarded to the American National Red Cross.

All medical records (except the Military Health/Dental records which are active while individual is on active duty, then retired with individual's Military Personnel Records Jacket and the Procurement/Separation X-ray records which are forwarded to the National Personnel Records Center on an accumulation basis) are retained in an active file while treatment is provided and subsequently held for a period of 1 to 5 years following treatment before being retired to the National Personnel Records Center.

Subsidiary medical records, of a temporary nature, are normally not retained long beyond termination of treatment; however, supporting documents determined to have significant documentation value to patient care and treatment are incorporated into the appropriate permanent record file.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the medical facility where treatment was provided (for military and civilian records); Red Cross employees may write to the Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006.

Record access procedures:

Individuals should write as indicated in 'Notification procedure', providing their full name, SSN, and current address and telephone number. Query should include sufficient details to permit locating the records, to include name of the hospital and year of treatment.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Personal interviews and history statements from the individuals; abstracts or copies of pertinent medical records; examination records of intelligence, personality, achievement, and aptitude; reports from attending and previous physicians and other medical personnel regarding results of physical, dental, and mental examinations, treatment, evaluation, consultation, laboratory, x-ray and special studies and research conducted to provide health care and medical treatment; and similar or related documents.

Exemptions claimed for the system:

None.

A0917.09aDAPE

System name:

Alcohol and Drug Abuse Rehabilitation Files.

System location:

Primary: Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) rehabilitation/counseling facilities (e.g., Community Counseling Centers/ADAPCP Counseling Facilities) at Army installations and activities.

Secondary: US Army Safety Center (PESC-D), Ft Rucker, AL 36362.

Categories of individuals covered by the system:

Any individual (military, civilian, family member) who is eligible for care, is referred to and enrolled in the ADAPCP for rehabilitation, pursuant to Army Regulation 600-85.

Categories of records in the system:

Primary: Copies of client intake records, progress reports, psychosocial histories, counselor observations and impressions of client's behavior and rehabilitation progress, copies of medical consultation and laboratory procedures performed, results of biochemical urinalysis for alcohol/drug abuse, and similar or related documents.

Secondary: Copies of client intake records, progress reports, and demographic composites thereof.

Authority for maintenance of the system:

Act of September 28, 1971, Pub. L. 92-129, Title V, Section 501, 85 Stat. 381 (reprinted in 10 U.S.C., section 1071 note (1976)); Section 413, Pub. L. 92-255.

Purpose(s):

To identify alcohol and other drug abusers and either restore such persons to effective duty or identify rehabilitation failures for separation from Government Service. At the primary location, information is used to treat, counsel, and rehabilitate individuals who participate in the Alcohol and Drug Abuse Prevention and Control Program. At the secondary location, client in-take and progress reports are used to provide essential management and statistical information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in this system of records is exempt from the blanket 'routine uses of general applicability' identified at 48 FR 25503. Information is disclosable only to the following persons/agencies:

a. To health care components of the Veterans Administration.
b. To qualified personnel conducting scientific research, or audits or program evaluations, provided that a patient may not be identified in such reports, or his or her identity further disclosed by such personnel.
c. In response to a court order based on the showing of good cause in which the need for disclosure and the public's interest is shown to exceed the potential harm that would be incurred by the patient, the physician-patient relationship, and the Army's treatment program.

NOTE: Records of identity, diagnosis, prognosis, or r client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 21 U.S.C., section 1175, as amended by 88 Stat. 137, and 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes are controlling and supersede the Privacy Act of 1974 to the extent that disclosure is more limited. However, access to the record by the individual to whom the record pertains is governed by the Privacy Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary: Paper records in file folders at Alcohol and Drug Abuse Prevention and Control Program facilities are maintained for 1 year following termination of treatment or referral (if not enrolled). Selected forms are transferred to individual's health record.

Secondary: Paper records (client intake and progress reports) are stored in locked file cabinets. Computer data are entered on line at US Army Drug and Alcohol Technical Activity, Falls Church, VA 22041 and transferred to magnetic disk or tape at US Army Safety Center, Ft Rucker.

Retrievability:

Primary: Alphabetically by individual's surname.

Secondary: By client's SSN or ID code, date and installation where individual was in the Alcohol and Drug Abuse Prevention and Control Program.

Safeguards:

Primary: Records are maintained in central storage areas in locked file cabinets where access is restricted to authorized official and a need-to-know verification.

Secondary: Manual records are stored in locked file cabinets. Automated records are maintained in random access mode in controlled access areas. Primary records on magnetic disk are stored with the computer in a secure vault separated from the primary computer. Data are processed in batch mode and are subjected to standard executive and system control programs plus the audit/edit and data base management system designed by the US Army Safety Center.

Retention and disposal:

Primary: Records are destroyed 1 year after termination of the patient's treatment, unless the Army Medical Department Activity/Facility commander authorizes retention for an additional 6 months.

Secondary: Manual records are retained up to 18 months or until information taken therefrom and entered into computer records is transferred to the 'history' file, whichever is sooner. Disposal of manual records is by burning or shredding. Computer records are retained permanently for historical and/or research purposes.

System manager(s) and address:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (DAPE-HRA), The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether this system contains information about them should contact either the commander of the medical center/medical department activity where treatment was obtained, or the US Army Drug and Alcohol Technical Activity, Room 325, Nassif Building, Falls Church, VA 22041. Individuals should furnish their full name, date of birth, Social Security Number, current address and telephone number, and signature.

Record access procedures:

Individuals seeking access to their records should contact the appropriate official as specified in the 'Notification procedure' section, furnishing the information required by that section.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505). Denial to amend records in this system can be made only by The Deputy Chief of Staff for Personnel, in coordination with The Surgeon General.

Record source categories:

From the individual by interviews and history statements; abstracts or copies of pertinent medical records; abstracts from personnel records; results of tests; physicians' notes, observations of client's behavior; related notes, papers, and forms from counselor, clinical director, and/or commander.

Exemptions claimed for the system:

None.

A0917.10DASG

System name:

Family Advocacy Case Management Files.

System location:

Primary: Commander, U.S. Army Patient Administration Systems and Biostatistics Activity, ATTN: HSHI-QPD, Fort Sam Houston, TX 78234-6070.

Secondary: Office of the Surgeon General, Headquarters, Department of the Army, ATTN: DASG-AOR, 5109 Leesburg Pike, Falls Church, VA 22041-3258, U.S. Army medical treatment facility and/or office on post, camp, or station where file was initiated or, in some cases, subsequently transferred upon reassignment of military member.

Categories of individuals covered by the system:

(1) All family members entitled to care at Army medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such family members.

(2) All family members of Department of Army civilians who receive care in an Army operated or regulated activity.

(3) All persons suspected of abusing or neglecting family members described in items (1) and (2) above to include contractors that work in Army operated or Army regulated activities.

Categories of records in the system:

Medical and Family Advocacy Case Management Team records of suspected or established cases of child abuse or neglect and cases of spouse abuse to include child abuse occurring in Army operated or regulated activities, extracts of law enforcement investigative reports, correspondence, family advocacy case management team reports, follow-up and evaluative reports, and other supportive data relevant to individual family advocacy case management files.

Authority for maintenance of the system:

Child Abuse Prevention and Treatment and Child Abuse Prevention and Treatment and Adoption Program Reform Act, 42 U.S.C. 5101, et seq; 5 U.S.C., section 301; 10 U.S.C., section 3013; E.O. 9397.

Purpose(s):

(1) To provide child abuse and neglect and spouse abuse treatment services. Services include mental health, education, counseling, health care, protection, foster care, safe shelter, legal and referral for members and former members of the uniformed services, civilians, and dependents receiving care under Army auspices or in an Army regulated or operated facility;

(2) To determine qualifications and suitability of Department of Army civilians and contractors for duty assignments and fitness of Army personnel for continued military services;

(3) To perform research studies and compile statistical data concerning uniformed survices personnel, civilians, and dependents receiving medical care under Army auspices, or services through an Army operated or regulated activity.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

(1) Departments and agencies of Executive Branch of government in performance of their official duties relating to coordination of family advocacy programs, medical care and research concerning child abuse and neglect, and spouse abuse;

(2) The Attorney General of the United States or his authorized representatives in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

(3) Federal, state, or local governmental agencies when it is deemed appropriate to use civilian resources in counseling and treating individuals or families involved in child abuse or neglect or spouse abuse; or when appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement; or when a state, county, or municipal child protective service agency inquiries about a prior record of substantiated abuse for the purpose of investigating a suspected case of abuse;

(4) National Academy of Sciences, private organizations and individuals for health research in the interest of the Federal government and the public and authorized surveying bodies for professional certification and accreditation bodies for professional certification and accreditation such as joint Commission for the Accreditation of Hospitals.

(5) See "Blanket Routine Uses" set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfilm, magnetic tape or disc, punched cards, machine listings, and other computerized or machine readable media.

Retrievability:

By name of the suspected abused child or spouse or abusive spouse, parent, or care taker and the name and/or SSN of the military member (Information may be indexed by the name of SSN of an Army employee, member, or contracted employee).

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

Retention and disposal:

Spouse records are retained in decentralized office files for 5 years after the end of the year in which the case is closed and are then destroyed. Child records are retained in decentralized office files until the child is age 23 after which the record is destroyed. Records (DD Form 2486) in the central registry at the primary location are retained until the child is age 23 after which information is erased/destroyed; information on adults is retained for 5 years after the end of the year in which the case was closed and is then erased.

System manager(s) and address:

The Surgeon General, Headquarters, Department of Army, 5109 Leesburg Pike, Falls Church, VA 22041-3258.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should contact either the commander of the medical center or hospital where treatment was received or the Central Registry at the U.S. Army Patient Administration Systems and Biostatistics Activity, ATTN: HSHI-QPD, Fort Sam Houston, TX 78234-6070.

Record access procedures:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in "Notification procedure". Individual should provide his/her full name, SSN, current address, date and location, details that will assist in locating the records, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing inital determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, educational institutions, medical institutions, police and investigating officers, state and local government agencies, witnesses, and records and reports prepared on behalf of the Army by boards, committees, panels, auditors, etc. Information may also derive from interviews, personal history statements, and observations of behavior by professional persons (i.e., social workers, physicians—including psychiatrists and pediatricians, psychologists, nurses, and lawyers).

Exemptions claimed for the system:

All portions of this system which fall within 5 U.S.C., section 552a(k)(2) and (5) are exempted from the following provisions of Title 5 U.S.C., section 552a(d).

A0922.01DASG

System name:

Occupational Health Records.

System location:

Army medical treatment facilities; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Department of the Army employees; active duty military personnel and their dependents who are treated on an out-patient basis by medical treatment facilities for whom specific occupational health examinations have been requested.

Categories of records in the system:

Name, SSN, date and place of birth, marital status, dates of medical surveillance tests and their results; documents reflecting the training, experience and certification to work within hazardous environments; external exposures to chemicals, radiation, physical stress, non-human primates, including personnel monitoring results, work area monitoring readings, and similar and related documents; personnel protective equipment and medical programs required to limit exposure to environmental safety and health hazards.

Authority for maintenance of the system:

29 CFR Chapter XVII, Occupational Safety and Health Standards; 5 U.S.C., section 150; Executive Orders 11612 and 11807.

Purpose(s):

To determine persons listed in the 'Individual-Category' above, pursuant to appropriatet to appropriate preventive medicine programs; to ensure that employees are qualified to perform duties under environmental stress and that such stress is limited to lowest level practical.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to appropriate Government agencies whose responsibility falls within the above occupational health statutes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records; magnetic tapes, discs, and printouts.

Retrievability:

By individual's name and/or SSN.

Safeguards:

Access to all records is restricted to designated individuals whose official duties dictate need therefor. Information in automated media are further protected by storage in locked rooms. All individuals afforded access are given periodic orientations concerning sensitivity of personal infromation and requirement to prevent unauthorized disclosure.

Retention and disposal:

Personnel exposure files/monitoring data are retained 5 years after evaluation and recorded on permanent medical records. Records relating to individual's health are incorporated in the individual's medical record.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records may write to the Patient Administrator at the appropriate medical treatment facility, or to the System Manager. Individual must provide full name, SSN, current address and telephone number, sufficient details to permit locating records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From Army Medical records and reports.

Exemptions claimed for the system:

None.

A0924.01DASG

System name:

Army Community Health Nursing Records - Family Records.

System location:

Army Medical Centers and hospitals; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Individuals eligible for Army military medical care.

Categories of records in the system:

Family Record Form (DA Form 3762) Case Referral Form (DA Form 3763); Medical diagnosis, observations, socio-economic plans and goals for nursing care, summarization of consultations, and similar relevant documents and reports.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012.

Purpose(s):

To identify family members who receive Army community health nursing care.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders retained in the Army Community Health Nursing Office; copy of DA Forms 3762 and 3763 is filed in individual's outpatient medical record.

Retrievability:

By surname of eligible military member or sponsor.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having official need therefor. Facilities are locked during non-duty hours.

Retention and disposal:

Records are destroyed 3 years after case is closed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not this system contains information on them should inquire of the Patient Administrator of the Army Medical Treatment Facility which provided the health nursing.

Record access procedures:

Individuals who desire access to records pertaining to them should write to the Army Medical Treatment Facility where the record is believed to exist and furnish their full name, SSN; name and SSN of sponsor, if applicable; relationship to military member; current address and telephone number, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, family members, other persons having information relevant to health of family members; educational institutions; civilian health, welfare, and recreational agencies; civilian law enforcement agencies.

Exemptions claimed for the system:

None.

A0929.02DASG

System name:

Privately Owned Animal Record Files.

System location:

Veterinarian service at medical facilities on Army installations and activities.

Categories of individuals covered by the system:

Persons whose privately owned animals receive veterinary care.

Categories of records in the system:

Name, home address and telephone number of animal's owner; record of treatment of animal; and related information.

Authority for maintenance of the system:

10 U.S.C., sections 133, 1071 through 1087, 5031 and 8012.

Purpose(s):

To record registration, vaccination, and/or treatment of animals; to compile statistical data; and to identify animals registered with the Veterinary Animal Disease Prevention and Control Facility in connection with the Veterinary Prevention Medicine and Zoonotic Disease Control Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name of the animal's owner.

Safeguards:

Records are maintained in buildings which are locked when unattended and are accessed only by authorized personnel having an official need-to-know.

Retention and disposal:

Destroyed within 6 months of death of the animal, expiration of rabies vaccination, or transfer of owner.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the veterinary facility where the animal was treated or euthanized.

Record access procedures:

Written requests should contain the animal owner's name, home address and telephone number, and the animal's rabies vaccination number. Personal visits may be made to the veterinary facility where animal was treated. Owner must provide personal identification such as a valid military identification card or driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the animal owner, veterinarian reports, and similar or related documents.

Exemptions claimed for the system:

None.

A1001.02TRADOC

System name:

Individual Basic Training Survey.

System location:

Primary System exists at Headquarters, Modern Army Selected System Test, Evaluation and Review, Ft Hood, TX 76554. Segments are located at Ft Polk, LA; Ft Gordon, GA; Ft Knox, KY; Ft Leonard Wood, MO; Ft Sill, OK; and Ft Bliss, TX.

Categories of individuals covered by the system:

Officers and enlisted personnel currently assigned or attached as training cadre; enlisted personnel assigned or attached for purpose of completing US Army individual basic training and/or individual advanced training at locations listed above; first-line supervisors of the graduate trainee upon arrival at his/her first duty station/unit after graduation.

Categories of records in the system:

Records on individuals include name, SSN, date assigned, unit assigned, race, marital status, component, age, educational level and years; prior service, branch of service, enlistment option, enlistment commitment, military occupational specialty (MOS) training, infusee/recycle into unit, mental category, general technical aptitude area score, years of active service, grade, job title, last primary MOS (PMOS) score, combat experience; months' total experience on this job, drill sergeant program entry method, gaining unit identification code, trainee daily incidents such as discharge, Uniform Code of Military Justice actions, sick call, absent without leave, recycles, receipt of mental hygiene consultation service, graduated, injured in training, non-graduate and reason, admittance to hospital, all trainee basic MOS qualification tests and scores to include the number of attempted tries to pass the tests, supervisors' responses to questionnaire as to graduate trainees' level of expertise and qualifications to function at an entry skill level for his assigned MOS; an attitude survey on trainees as a group unit which is not keyed to individuals' name or SSN.

Authority for maintenance of the system:

10 U.S.C. 3012; 5 U.S.C. 301.

Purpose(s):

To provide Army commanders with the ability to determine if the 'one station unit training' philosophy is a successful method of training the individual soldier in critical entry level skills for first unit assignment through the use of statistical summary documents on groupings of trainees by units of assignment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, discs and printouts.

Retrievability:

By SSN.

Safeguards:

All records are restricted to individuals having need therefor in the performance of official duties.

Automated media records are further protected by controlled access to operations rooms, restricted output distribution; computer printouts are protected by locked cabinets, personnel screening, and a need-to-know verification.

Retention and disposal:

Destroyed when no longer needed.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System Manager, provim Manager, providing full name, SSN, sufficient details to permit locating pertinent records, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, automated system interfaces, military personnel records, and individual trainee qualification test score cards.

Exemptions claimed for the system:

None.

A1001.08aDAPE

System name:

Office Personnel Training Files.

System location:

Maintained by officials designated to administer agency training programs at Headquarters, Department of the Army staff, field operating agencies, major commands, installations, and activities.

Categories of individuals covered by the system:

Military and civilian personnel employed by the Army who have been selected or scheduled for, or have recently completed training related to functional responsibilities of the office to which assigned or are in further individual's career development.

Categories of records in the system:

Records pertain to the scheduling and follow-up of military and civilian training courses. Documents include (a) annual projection of individual training necessary to maximize personal career development goals and mission accomplishment; (b) tuition, personnel and travel costs; (c) course name and training facility at which offered; and (d) personal data including name, rank/grade, SSN, security clearance, resume of educational background to include academic achievements, on-the-job and formal classroom training, and related management reports.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To provide management and individuals with reports of training completion, courses scheduled, and relevant required actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs.

Retrievability:

By name and/or SSN.

Safeguards:

All records are maintained in secured buildings, in either file cabinets or areas accessible only to authorized persons having a need-to-know verification. Rooms are accessible only by authorized personnel through controlled access. Computer software precludes unauthorized access to the file by use of a system password and system lock-out procedures.

Retention and disposal:

Destroyed after 1 year or when no longer required.

System manager(s) and address:

Deputy chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the training coordinator at the local installation.

Record access procedures:

Requests should be addressed to appropriate commander/training officer/supervisor. Written requests should include full name of individual and SSN. For personal visits, individual must provide acceptable identification, such as driver's license, military or civilian identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the Individual applying for training, his/her supervisor, agency training officer, or from office personnel files.

Exemptions claimed for the system:

None.

A1004.06TRADOC

System name:

ROTC Financial Assistance (Scholarship) Application File.

System location:

Primary location is at US Army Training and Doctrine Command (TRADOC). Segments exist at US Army Reserve Officers' Training Corps (ROTC) Regions, ROTC elements of civilian educational institutions.

Categories of individuals covered by the system:

Students and service members who desire to participate in the Army ROTC Financial Assistance (Scholarship) Program.

Categories of records in the system:

Individual's application for membership, academic transcripts, college board scores and test results, references, photograph, interview board results, acceptance/declination, selection board action including applicant's scores in areas evaluated, notice of applicant's medical status including reports of medical examination, evaluation of applicant by Professor of Military Science commanding officer, letters of recommendation, inquiries regarding applicant's selection/nonselection, reports of ROTC Advanced, Ranger, or Basic Camp performance of applicant, information of applicant's choice of institution.

Authority for maintenance of the system:

10 U.S.C. 2101-2111.

Purpose(s):

To administer the financial assistance program; to select recipients for 1, 2, and 4 year scholarships; to monitor selectee's academic and ROTC performance; to develop policies and procedures, compile statistics and render reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Disclosure to consumer reporting agencies:

Disclosure pursuant to 5 U.S.C. 552a (b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) of the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder; selected data automated for management purposes on tapes, discs, cards, microfilm/fiche.

Retrievability:

By individual's name, SSN, other characteristics of qualification or identity.

Safeguards:

Records maintained in areas accessible only to authorized personnel having official need therefor in the performance of duties.

Retention and disposal:

Destroyed 1 year after individual graduates or is disenrolled.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the System Manager, Commander of the appropriate ROTC Region, Professor of Military Science of the civilian educational institution in which individual was enrolled.

Record access procedures:

Individuals may address a written inquiry to the Commander, ROTC Region in which financial assistance was sought, furnishing full name, current address and telephone number, and definitive description of information sought.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, medical records, academic institutions, Army agencies and commands.

Exemptions claimed for the system:

None.

A1005.01DAPE

System name:

Junior ROTC/NDCC Instructor Files.

System location:

US Army Training and Doctrine Command (TRADOC) schools, colleges, training centers and ROTC Regions at FT Bragg, NC; Ft Knox, KY; Ft Riley, KS; and Ft Lewis, WA.

Categories of individuals covered by the system:

Assigned and potential instructors and guest speakers at above locations.

Categories of records in the system:

Instructor evaluation forms, qualification data, biographical sketches and similar or related documents.

Authority for maintenance of the system:

10 U.S.C. 2031 and 4651.

Purpose(s):

To provide record of qualifications, experience, effectiveness, and similar related information on potential and/or assigned instructors and guest speakers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses of general applicability for all Army systems of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; card files.

Retrievability:

By name, SSN/service number, and year.

Safeguards:

Records are stored in locked cabinets or rooms, depending on location.

Retention and disposal:

Records are destroyed 2 years after instructor's transfer or separation or after guest speaker speaks.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the System Manager, ATTN: ATAG-FOIA.

Record access procedures:

Written requests should be addressed to the commander of the appropriate school, college or training center, or ROTC Region. Individual should furnish his/her full name, SSN/military service number, duty position, academic department and dates of service at the training activity.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Staff and faculty of appropriate school, college, training center, or ROTC Region responsible for conduct of instruction.

Exemptions claimed for the system:

None.

A1012.01DAPE

System name:

Applicants/Students, US Military Academy Prep School.

System location:

US Military Academy Preparatory School, Ft Monmouth, NJ 07703.

Categories of individuals covered by the system:

Applicants and students, US Military Academy Preparatory School.

Categories of records in the system:

Application for admission, high school/college transcripts, Scholastic Aptitude/American College Test, CLEP/GT/Officer Candidate, and related test scores, admissions evaluation worksheets and correspondence relating to admission, medical history, academic progress/grades and related reports, and relevant information comprising the cadet candidate's attendance and behavior at the School.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To evaluate applicant's acceptance and, once admitted, to assess his/her leadership, academic, and physical aptitude potential for the US Military Academy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By applicant/student surname.

Safeguards:

Records are stored in locked rooms within buildings which are secured during non-duty hours, and are available only to authorized persons having an official need for the information.

Retention and disposal:

For applicants who are rejected or who choose not to enter the US Military Academy, records are maintained until individual exceeds the age limit for acceptance to the Academy. For applicants who are accepted and enter the US Military Academy, records are retained for 40 years after individual's class graduates from Academy, following which records are destroyed by burning and/or shredding.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to inquire whether this system contains information about them should contact the Commandant, US Military Academy Preparatory School, Ft. Monmouth, NJ 07703. Written requests should include the full name, SSN, current address and telephone number of the requester, and year of application and/or attendance. For personal visits, the individual should be able to provide acceptable identification such as military, employee, or other individually identifying number, valid driver's license, building pass, etc.

Record access procedures:

Individuals desiring access to their records should follow the procedures and provide the information set forth under 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; high school/college transcripts, nationally recognized and Army testing services, staff and faculty of the US Military Academy Preparatory School, military supervisors/unit personnel officers.

Exemptions claimed for the system:

Parts of this system which fall within 5 U.S.C. 552a (K)(5) and (7) are exempted from Subsection (d) of 5 U.S.C. 552a.

A1012.03aTRADOC

System name:

Army School Student Files.

System location:

All Army schools, colleges, and training centers; addressses are in the Appendix to Army System Notices at 48 FR 25773, June 6, 1983.

Categories of individuals covered by the system:

Students who attend formal and/or nonresident courses of instruction at Army schools, colleges and training centers.

Categories of records in the system:

Individual academic records consisting of courses attended, length of each, extent of completion and resupletion and results; aptitudes and personal qualities, including corporate fitness results; grade and rating attained; and related information; collateral individual training records comprising information posted to the basic individual academic training record or other long term records; faculty board files pertaining to the class standing/rating/classification/proficiency of students, class academic records maintained by training instructors indicating attendance and progress of class members.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To determine eligibility of students for attendance, monitor progress, record completion of academic requirements, and document courses which may be prerequisites for attendance/participation in other courses of instruction.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, cards, computer magnetic tapes/disks; printouts.

Retrievability:

By individual's name, SSN/military service number.

Safeguards:

Information is stored in locked cabinets or rooms, accessed only by authorized individuals having official need therefor.

Retention and disposal:

Individual and class academic records are destroyed after 40 years; collateral individual training records and faculty board files are destroyed after 1 year.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the System Manager, ATTN: ATAG-FOIA, Ft Monroe, VA 23651.

Record access procedures:

Individuals desiring to access records pertaining to them in this system of records may write either to the commander of the appropriate school, college or training center, furnishing their full name, student number, course title and class number, or description of type training received and dates of attendance/enrollment.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the Staff and faculty of appropriate school, college, or training center responsible for the instruction.

Exemptions claimed for the system:

None

A1012.03bAMC

System name:

Student/Faculty Records: AMC Schools System.

System location:

US Army Logistics Management Center, Ft Lee, VA; US Army Management Engineering Training Agency, Rock Island, IL; U.S. Army Defense Ammunition Center and School, Savanna, IL; USAMC Field Safety Agency, Charlestown, IN.

Categories of individuals covered by the system:

Students enrolled/attending schools identified above, faculty, instructors, and guest speakers.

Categories of records in the system:

Student academic records consisting of course completion and results, aptitudes and personal qualities, grades/ratings assigned; instructor/guest speaker qualifications and evaluations, including biographical data; class historical/academic achievements; and related information.

Authority for maintenance of the system:

5 U.S.C. 301; E.O. 9397.

Purpose(s):

To determine applicant eligibility, monitor individual's progress, maintain record of student/faculty achievements, and to provide bases for management assessment of curricula and faculty effectiveness and class standing.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses.

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records; cards; photographs; magnetic tapes/discs; and printouts.

Retrievability:

By name, SSN, military service number.

Safeguards:

Records are maintained in locked cabinets within secured areas accessible only to authorized persons having an official need-to-know.

Retention and disposal:

Individual academic records are retained for 40 years, 3 of which are at the school which created them; they are subsequently transferred to the National Personnel Records Center, 9700 Page Boulevard, St Louis, MO 63132. Faculty/instructor qualifications records are retained until individual transfers from the facility, held for 5 years, and then destroyed. Other records are retained until no longer needed, at which time they are destroyed.

System manager(s) and address:

Commander, US Army Materiel Command, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

Notification procedure:

Information may be obtained from the Commandant/Director of the appropriate School/Agency. Requests should contain person's full name, rank/grade, SSN, course title/class number, and date of attendance or, if a faculty member: Name, course(s) taught, and period in which instructed at named training facility.

Record access procedures:

Written requests for information should be made to the Commandant/Director of the appropriate training facility, giving information specified in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual student, faculty, instructor, guest speaker, and management analyses of class performance.

Exemptions claimed for the system:

None.

A1012.03dTRADOC

System name:

TRADOC Educational Data Systems.

System location:

US Army Management Systems Support Agency, Headquarters, Department of the Army. Input-output terminals located at the Soldiers Support Center, Ft Benjamin Harrison, IN and at Army Service Schools, the addresses of which may be obtained from the System Manager.

Categories of individuals covered by the system:

Members of the Army, Navy, Marine Corps, and Air Force, Reserve Officer Training Corps and National Defense Cadet Corps students, Department of Defense civilian employees, and approved foreign military personnel enrolled in a resident/non-resident course at a US Army service school.

Categories of records in the system:

Files contain name, grade/rank, SSN, address, service component, branch, personnel classification, military occupational specialty, credit hours accumulated, examination and lesson grades, student academic status, curricula, course description.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To record lessons and/or exam grades; maintain student academic status; course and subcourse descriptions; produce course completion certificates and reflect credit hours earned; and produce management summary reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, discs, and paper printouts.

Retrievability:

By SSN.

Safeguards:

Random number sign-on authentication for each inquiry made to the system is required. Sign-on decks to enable such access are updated weekly, safeguarded under Army Regulation 380-5 owing to their Confidential classification, and are unique to one terminal only. Access is granted only designated personnel at Headquarters US Army Training and Doctrine Command and Army Service Schools responsible for the administration and processing of resident students.

Retention and disposal:

Machine records are retained during student's enrollment, after which student's records are transferred to the Academic Records System History File for indefinite retention. Non-resident students are assigned a 6 month enrollment period or, if in multiple subcourses, an enrollment period of 1 year. A hard copy transcript reflecting the student's personal and academic data is produced; this is retained by the service school for 6 years, then transferred to the National Personnel Records Center, St. Louis, MO, where it is retained for 34 years, then destroyed.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the Commandant of the US Army Service School where student is enrolled. Written requests must contain notarized signature for identification. Individual making request in person must provide acceptable identification such as driver's license, military identification.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing full name, SSN, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individuals upon enrollment, from class records and instructors, from student's personnel records, and from graded examinations.

Exemptions claimed for the system:

None.

A1012.03fDASG

System name:

Army School Student Files: Physical Therapy Program.

System location:

Office of The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Graduates of the US Army Physical Therapy Program since 1928.

Categories of records in the system:

Only on graduates from 1973 to present. Academic grades and varying amounts and types of anecdotal information on performance: 1945-1972.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To provide certification of graduation from an approved physical therapy program to the individual graduate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By last name of graduate.

Safeguards:

Records are in closed files, accessible only to designated officials having need therefor in the performance of their duties.

Retention and disposal:

Records are permanent.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DASG-DBR. Individual should furnish full name, maiden name if married, year of graduation, current address, institution and complete address to which transcript is to be mailed if other than that of individual concerned.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', supplying information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Staff and faculty of appropriate school and/or training hospital responsible for presentation of instruction.

Exemptions claimed for the system:

None.

A1012.03gHSC

System name:

Academy of Health Sciences; Academic and Supporting Records.

System location:

Academy of Health Sciences, Ft Sam Houston, TX 78234, and Fitzsimons Army Medical Center, Aurora, CO 80045-5001.

Categories of individuals covered by the system:

Resident and correspondence students enrolled in courses at the Academy.

Categories of records in the system:

Student's name, SSN, grade/rank, academic qualifications, progress reports, academic grades, ratings attained, aptitudes and personal qualities, including corporate fitness results; faculty board records pertaining to class standing/rating/classification/proficiency of students; class academic records maintained by instructors indicating attendance and progress of class members.

Authority for maintenance of the system:

5 U.S.C. 301; E.O. 9397.

Purpose(s):

To determine eligibility for enrollment/attendance, monitor student progress, record accomplishments, and serve as record of courses which may prerequisite for other formal courses of instruction.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to colleges or universities or medical institutions which accredit the Academy's instruction. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, microfiche, cards, magnetic tape and/or disc, and computer printouts.

Retrievability:

By individual's name, SSN, student number.

Safeguards:

Information is accessed only by individuals having need therefor in the performance of their duties; automated data are protected further by assigned passwords.

Retention and disposal:

Academic records are maintained 40 years at the Academy of Health Sciences. Except for the master file, automated data are erased after the fourth updating cycle.

System manager(s) and address:

Superintendent, Academy of Health Sciences, Ft Sam Houston, Texas 78234.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records may inquire of the Registrar, Academy of Health Sciences, Ft Sam Houston, TX. Inquirers should furnish full name, SSN, date attended/enrolled, current address, and signature.

Record access procedures:

Written requests should be sent to the Superintendent, Academy of Health Sciences, Ft Sam Houston, TX 78234 and include the information in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Academy of Health Sciences staff and faculty.

Exemptions claimed for the system:

None.

A1012.03iDLI

System name:

Standardized Student Records System.

System location:

Defense Language Institute, Presidio of Monterey, CA 93940.

Categories of individuals covered by the system:

Persons who have been enrolled for foreign language training at the Defense Language Institute.

Categories of records in the system:

Individual's name, SSN, and military administrative data, together with academic data generated at Defense Language Institute.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To establish a permanent student record used for issuing official grade transcripts and preparing statistical studies to improve training and testing methods.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes/discs.

Retrievability:

By SSN.

Safeguards:

Records are accessible via remote terminal only by authorized personnel citing established user identifier and password.

Retention and disposal:

Records are permanent. They are retained in active file (on-line) until the student departs; then retired to a history tape.

System manager(s) and address:

Commandant, Defense Language Institute, Presidio of Monterey, CA 93940.

Notification procedure:

Information may be obtained from the Academic Records Office, Defense Language Institute. Individual should provide full name, current address and telephone number, SSN, class attended, and year graduated.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; staff and faculty.

Exemptions claimed for the system:

None.

A1012.03jHSC

System name:

Practical Nurse Course Files.

System location:

Practical Nurse Course, Fitzsimons Army Medical Center, Aurora, CO 80045-5001.

Categories of individuals covered by the system:

These files relate to student personnel who attend formal course of instruction at the Practical Nurse Course.

Categories of records in the system:

Individual Academic Record Files consisting of courses attended by Army members, length of each, extent of each, completion and results, aptitudes and personal qualities, grade and rating attained and related data for each individual. Faculty Board Files pertaining to the class standing, rating, classification and proficiency of students; Class Academic Record indicating progress and attendance of class members.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and prepare transcripts. Records reflect accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction, or taking of State Board, Licensed Practical Nursing examinations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files; magnetic disks and tapes.

Retrievability:

By name and/or assigned class number.

Safeguards:

Building housing records has limited access; information is released only to authorized personnel.

Retention and disposal:

Individual Academic Records and Class Academic records are destroyed after 40 years; collateral individual training records are destroyed after 1 year; Faculty Board files are destroyed after 1 year.

System manager(s) and address:

Commander, Health Services Command, Ft Sam Houston, TX 78234.

Notification procedure:

Information may be obtained from the Practical Nurse Course, Fitzsimons Army Medical Center, Aurora, CO 80045-5001.

Record access procedures:

Written requests for information should be addressed to the appropriate course director, and include student's full name, rank at time of attendance, SSN, military service number or student number, if applicable, course title and class number, or description of type training received and dates of course attendance.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From staff and faculty of the school responsible for presentation of instruction.

Exemptions claimed for the system:

None.

A1012.03kUSAREUR

System name:

Individual Academic Record Files.

System location:

Headquarters, Seventh Army Combined Arms Training Center, APO New York 09114.

Categories of individuals covered by the system:

Military or civilian personnel admitted as a student at a course of instruction conducted by the Seventh Army Combined Arms Training Center.

Categories of records in the system:

Student's name, SSN, race, unit of assignment, course quota status, roster number, applicable Army Classification Battery Scores, eligibility for course attendance, academic achievements, awards, and similar relevant data.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To determine eligibility for enrollment/attendance, monitor student progress, and record accomplishments; for management studies and reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape.

Retrievability:

By student's surname; course/class number.

Safeguards:

Records are maintained in locked rooms, accessible only to designated persons authorized to use in the performance of official duties.

Retention and disposal:

Information in automated media is contained for 5 years before being erased. Manual records are retained for three years. Academic records, class rosters, and grade sheets are retired to the National Personnel Records Center, St Louis, MO and held for 40 years.

System manager(s) and address:

Commander in Chief, US Army Europe and Seventh Army, APO New York 09403.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records should write to the Commander, Seventh Army Combined Arms Center, APO New York 09114, providing their full name, course and class or dates of attendance, and signature.

Record access procedures:

Individuals desiring access to information about themselves should address indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; his/her commander; instructors; Army records and reports.

Exemptions claimed for the system:

None.

A1012.03oDAMO

System name:

US Army War College Cooperative Degree Program Files.

System location:

US Army War College, Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Present and past students participating in the Cooperative Degree Program.

Categories of records in the system:

Student's name, rank, and service number, past military and civilian academic records (transcripts, diplomas, letters of recommendation, Veterans Administration application, etc.).

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To assist students in applying for, and pursuing their graduate degree, to monitor administrative data for use in managing the program (number and percent of students participating, degrees being pursued, anticipated completion dates, schools being attended, etc.), and to maintain data for evaluating the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Veterans Administration and other interested Government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets; magnetic tapes/discs.

Retrievability:

By student's name.

Safeguards:

Records are maintained in a secured area with access limited to authorized personnel. In addition, access to computerized data is by password known only to designated authorized personnel.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commandant, US Army War College, Carlisle Barracks, PA 17013.

Notification procedure:

Information may be obtained from the System Manager, ATTN: Director, Human Resources Development. Individual should furnish full name, SSN/service number, current address and telephone number, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From students; staff and faculty; officials at cooperating civilian institutions such as Shippensburg State College and the Capitol Campus of the Pennsylvania State University.

Exemptions claimed for the system:

None.

A1012.03pDAPE

System name:

Army Training Requirements and Resources System (ATRRS).

System location:

Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, Pentagon, Washington, D.C.; Schools, Army Training Centers throughout the United States.

Categories of individuals covered by the system:

Members of the Army, Navy, Air Force, Marine Corps, Reserve Officers' Training Corps students, Department of Defense civilian employees and approved foreign military personnel attending a course of instruction conducted under the auspices of a DoD School.

Categories of records in the system:

The system contains records pertaining to course administrative data, course scope and pre-requisites, course training requirements, course equipment, personnel and facilities constraints, requirements for instructors, class schedules, class quotas, prioritized order of merit list for input into NCOES training, by name reservations, limited individual personnel data, and course input and completion data by name/Social Security Number. Data related to an individual is as follows:

(1) Training course completion data and reason codes for attrition are maintained for an individual, as well as training seat reservations.

(2) Limited personnel data is maintained on an individual as long as the individual has a valid reservation for training, or is currently in the training base.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012, 4301.

Purpose(s):

The Army Training Requirements and Resources System (ATRRS) supports institutional training missions. The system integrates requirements for individuals to be trained with the process by which the training establishment is resourced and class schedules developed. By name reservations are made for training in Army Formal Schools, and other service schools, other service schools input and course completion statistics are maintained.

(1) The Mobilization Training Planning System (MTPS) provides resourcing information to training and personnel managers in a mobilization environment.

(2) The Personnel Training Management System (PTMS) monitors the flow of trainees through the accession, training and distribution process.

(3) The Quota Managment System provides the U.S. Army Military Personnel Center, its Reserve Component counterparts, and other agency's who have an input to training missions, the vehicle to manage individuals and training course seats/quotas through the training base for officers and skill level 2 and above.

(4) The ATRRS System provides the Army's schools and training centers with the data necessary to manage resources associated with instructors, equipment and facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'blanket routine uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, computer discs, and limited paper printouts.

Retrievability:

By Social Security Number.

Safeguards:

An employee badge and visitor registration system is in effect. Hard copy records which contain data by Social Security Number are maintained with an Official Use Only Cover. Access to the ATRRS system is limited to those who have a need to access the data as determined by the System Manager.

Retention and disposal:

Records are kept on the individual only as long as the individual is actively seeking training.

System manager(s) and address:

Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, DAPE-MP-TR, Washington, D.C. 20310-0300.

Notification procedure:

Individuals desiring to know whether this system contains information about them should contact the Local Commander providing full name, SSN, and military status or other information verifiable from the record itself.

Record access procedures:

Individuals desiring to know whether this system contains information about them should contact the Local Commander providing full name, SSN, and Military status or other information required.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories:

Information is received from DoD staff, field installations, and automated systems.

Exemptions claimed for the system:

None.

A1012.04hDAMO

System name:

National Defense University Student Data Files.

System location:

National Defense University, Ft. Leslie J. McNair, Washington, DC 20319.

Categories of individuals covered by the system:

Resident/non-resident students enrolled at courses of instruction at The National Defense University (NDU), including the Industrial College of the Armed Forces and the National War College.

Categories of records in the system:

Name, date of birth, SSN, student number, grade/rank, branch of service or civilian agency, years of Federal service, biographical data, course/section assignment, prior education, and academic and other related management data.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To confirm attendance eligibility, monitor student progress, produce record of grades and achievements, prepare assignment rosters; to render management and statistical summaries and reports; and compile class yearbooks.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Student transcripts may be disclosed to other educational institutions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tapes, discs, and printouts.

Retrievability:

By SSN or student identification number.

Safeguards:

Records are maintained in buildings which employ security guards and are accessed only by authorized personnel having an official need-to-know. Automated records employ software passwords; magnetic tapes are protected by user identification and manual controls. Computer room is controlled by card key system requiring positive identification and authorization.

Retention and disposal:

Individual and class academic records are destroyed after 40 years. Records pertaining to extension courses are held indefinitely before being retired to the National Personnel Records Center, St. Louis, MO. Individual training records are destroyed annually; management reports are destroyed when no longer needed.

System manager(s) and address:

President, National Defense University, Ft. Leslie J. McNair, Washington, DC 20319.

Notification procedure:

Students may apply to the National Defense University, Ft. Leslie J. McNair, Washington, DC 20319. Requester should provide his/her full name, SSN, and date of enrollment and or completion of graduation.

Record access procedures:

Requests for access to records should follow requirements in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From applicants, faculty evaluations and reports, transcripts from educational institutions.

Exemptions claimed for the system:

None.

A1013.01DAPC

System name:

Civilian Schooling for Military Personnel.

System location:

Primary System is at US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. Segments exist at Army commands/installations/ organizations/activities, including overseas areas.

Categories of individuals covered by the system:

Any military service member who applies for or is selected for attendance at civilian school or for training with industry, or participation in a fellowship/scholarship program of training or instruction.

Categories of records in the system:

File contains Department of the Army Forms 1618-R, 2086-R, 2593-R, 3719-R containing name, grade, SSN, address, home phone, duty phone, permanent legal address, branch of service, date of birth, marital status, number of dependents, state of legal residence, military occupational specialties, enlistment status, component, foreign service, civilian educational data, military educational data, transcripts, social fraternities, honorary fraternities, clubs, degree major, class standing, and personal resumes, school contracts; student training report; photographs; enlisted qualification record; thesis; statements of service and schooling obligation; US Armed Forces Institute test report; civilian institution academic evaluation reports, SF 1034, similar relevant documents and correspondence.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 4301.

Purpose(s):

To document, monitor, manage, and administer the service member's attendance at a civilian training agency or civilian school pursuant to 10 U.S.C., section 4301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having need therefor in the performance of assigned duties, within security protected buildings.

Retention and disposal:

Destroyed by shredding after 2 years.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: DAPC-OPA-E. Individual should provide his/her full name, current address and telephone number, sufficient details concerning the civilian school attended to permit locating the record, and signature.

Record access procedures:

Individuals desiring access to records on themselves in this system should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records and reports, documents from the Civilian School or industry training agency.

Exemptions claimed for the system:

None.

A1013.02DASG

System name:

Long Term Civilian Training Student Contract Files.

System location:

US Army Medical Personnel Support Agency (AMEDDPERSA), 1900 Half Street, Washington, DC 20324-2000.

Categories of individuals covered by the system:

All AMEDD personnel currently participating in long term civilian training on a fully funded basis.

Categories of records in the system:

Enrollment application, notification of acceptance/rejection, contract between the Army and the civilian college or university, similar relevant documents and reports.

Authority for maintenance of the system:

10 U.S.C., Chapter 401, section 4301.

Purpose(s):

To negotiate contract between the Army and a civilian academic institution for the purpose of sending Army Medical Department officer and enlisted personnel for long term civilian training under fully funded programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By student's surname.

Safeguards:

All records are maintained in offices which are locked during non-duty hours, accessible only to designated officials having need therefor in the performance of official duties. Building housing records requires valid pass for entry.

Retention and disposal:

Records destroyed 2 years after an individual has completed training or has been cancelled or withdrawn from the program.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the Commander, Army Medical Department Personnel Support Agency, ATTN: SGPE-ED. Individual should provide his/her full name, SSN, current address, current unit of assignment (if on active duty), sponsoring program and calendar years in training, and signautre.

Record access procedures:

Individuals desiring access to records on themselves should submit a written inquiry as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents or appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records and reports, correspondence with the selecting academic institution.

Exemptions claimed for the system:

None.

A1014.01DAPE

System name:

Army Continuing Education System.

System location:

Education Centers at Army installations; addresses are in the appendix to the Army inventory of system notices at 48 FR 25773, June 6, 1983. A centralized automated education registry transcript System is maintained at Ft Leavenworth, KS.

Categories of individuals covered by the system:

Military personnel on active duty, Army Reserves and National Guard.

Categories of records in the system:

Individual's name, rank, SSN, Military Occupational Specialty, educational and military training achievements, course attendance/completion records; tuition assistance documents; counseling records; academic and diagnostic tests which measure educational level and/or needs including recommendations of American Council on Education (ACE). A composite of course descriptors and scores is recorded in a transcript registry for each soldier who volunteers for educational courses and/or programs.

Authority for maintenance of the system:

10 U.S.C. 4302; section 722 of Pub. L. 96-154; 36 U.S.C., Chapters 32-34, and 36.

Purpose(s):

To determine academic/vocational level of education; to provide educational guidance and counseling; to enhance soldiers' military effectiveness, prepare them for greater responsibility in the Armed Forces and for productive post-service careers; to provide for systematic recording of all eduacational accomplishments of Army members; and to render statistical and managerial reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Labor, Bureau of Apprenticeship and Training for individuals enrolled in an Army Apprenticeship Program. Information also may be disclosed to insitutions, prospective employers, and others as authorized by the individual concerned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and computer printouts; discs and tapes. Individually identifiable course data and scores are transferred to DA Form 669. Information transferred to the registry transcript system resides on magnetic tape at Ft Leavenworth.

Retrievability:

By individual's surname or SSN.

Safeguards:

Records are protected from unauthorized disclosure by storage in areas accessible only to authorized personnel within buildings secured by locks or guards. Automated records may be called up by terminals supported by remote and dedicated lines. Each terminal has a physical key lock and is identified by its own physical profile containing user ID, user password which are confidential. Software prohibits entry to files by other than designated authorized personnel.

Retention and disposal:

Automated data are erased after selected information is captured for managerial reports and course/score data transferred to individual's DA Form 669 which becomes part of the Military personnel Records Jacket. Automated data in the registry transcript system are retained during the soldier's tenure and for 2 additional years following separation after which they are converted to microfiche and retained for 40 years.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, ATTN: Education Division, Director of Military Personnel Management; or the installation Education Services Officer/Counselor.

Record access procedures:

Individuals may obtain their records by contacting the appropriate Education Services Officer or Counselor, presenting acceptable identification such as military ID card, official building pass, or current driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

School transcripts, Education Services Officer/Counselor, the indivdual, test results, SIDPERS, Enlisted Master File.

Exemptions claimed for the system:

None.

A1015.01DAAG

System name:

Dependent Children School Program Files.

System location:

Army-operated dependents schools located at Ft Benning, GA; Ft Bragg, NC; Ft Campbell, KY, Ft Jackson, SC, Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; US Military Academy, West Point, NY. Records of former students are located at the Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Students in the Army-operated dependents schools located at installations identified in 'System location'.

Categories of records in the system:

Enrollment/admission/registration/transfer applications; course preferences/curriculum; health records; attendance registers; academic achievements and report cards reflecting grades/credits earned; aptitude, IQ, and other test results; notes regarding student's special interests, hobbies, activities, sports; counseling documents; high school transcripts and certificates; and related supporting documents.

Authority for maintenance of the system:

Section 6, Pub. L. 81-874.

Purpose(s):

To record education provided for eligible dependent children of military and civilian personnel residing on Army bases identified under 'System location'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be obtained by the Department of Education in connection with Federal funding for public education, to Federal and State educational agencies in connection with student's application for financial aid, to student's parents/legal guardians when Army officials determine bona fide need therefor and disclosure is not otherwise precluded by the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), 20 USC 1232g.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By student surname.

Safeguards:

Records are accessible only to authorized personnel having need for the information in the performance of their official duties.

Retention and disposal:

Academic records for elementary school students are destroyed at the school attended after 5 years; those for secondary school students are destroyed after 65 years by the Washington National Records Center where such records are retired 5 years following student's graduation/withdrawal.

Individual student health records and tests/achievements documents are retained at the local school 1 year for elementary students; 2 years for secondary students, after which they are destroyed.

Teacher class registers of attendance and scholastic marks and averages are retained at the local school for 5 years; then destroyed.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals who wish to know whether or not this system contains information on them may write to the principal of the school attended or, if the records have been retired to the Washington National Records Center, to the Department of the Army, ATTN: DAAG-AMR-S, 2461, Alexandria, VA 22331-0301. Individuals must furnish name, name at the time of school attendance if different, date of birth, identity and location of school attended, dates of attendance, and signature.

Record access procedures:

Individuals requesting access to their records should follow the information outlined in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individual, school teachers, principal, counselors, medical personnel, parents/guardians.

Exemptions claimed for the system:

None.

A1019.01OSA

System name:

Civilian Marksmanship Program.

System location:

Office of the Director of Civilian Marksmanship/Executive Office for the National Board for the Promotion of Rifle Practice, Office of the Under Secretary of the Army, Washington, DC 20314-0100.

Categories of individuals covered by the system:

US citizens who are members of civilian marksmanship clubs and State Marksmanship Associations enrolled with the Director of Civilian Marksmanship and are participants, competitors, or instructors in organized marksmanship programs; civilian and military competitors in national matches; applicants seeking to purchase M1 rifles.

Categories of records in the system:

Applications for club membership consisting of the following documents: (a) DA Form 1271 (Application for Enrollment of A Civilian Rifle Club), (b) DA Form 1272 (Bond Application for Civilian Rifle Club), (c) DA Form 1273 (Requisition for Articles Authorized for Issue to Civilian Rifle Clubs), (d) DA Form 1274 (Description of Available Range Facilities for Civilian Rifle Clubs), (e) ODCM Form 137 (Roster of Club Members) identifying each member by full name, address, birthdate, firing courses participation by course title, score attained, and target fired for record, (f) DD Form 1584 (DOD National Agency Check Request) for each adult leader and club officer, (g) ODCM Form 138 (Assurance of Compliance with Title VI Civil Rights Act of 1964); Name, title, and address of local or State law enforcement officer to whom the club is known; Certificates of qualification or badges to eligible club members; receipts for arms on loan from the Director of Civilian Marksmanship; Certificate for Purchase of Firearms; results of NAC investigation; relevant correspondence and reports.

Authority for maintenance of the system:

10 U.S.C. 4307-4313, 4652 and 32 U.S.C. 316.

Purpose(s):

To promote, among citizens and other persons subject to induction into the Armed Forces of the United States not reached through training programs of the Armed Forces, practice in the use of military-type individual small arms; to promote competitions in the use of arms; and to issue equipment and awards therefor.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to Federal, State and local law enforcement agencies when fraudulent or criminal activity or allegations warrant.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in rotary type Diebold containers; club records on magnetic tape/disc.

Retrievability:

By Club name; by individual competitor/purchaser surname.

Safeguards:

Information in this system of records is available only to individuals having official need therefor. Records area is protected by an alarm system. Building housing records is protected by security guards.

Retention and disposal:

Records on enrolled Civilian Rifle Clubs and State Associations are retained for life of club, plus 2 years, following which they are destroyed by shredding. Competitive score cards are maintained for 1 year; cumulative point system record of individuals is permanent. Record of firearms loan or sale is retained 1 year. Certificate (of individual) to retain firearm is retained permanently at the US Army Armament Material Readiness Command, Rock Island, IL 61299.

System manager(s) and address:

Director of Civilian Marksmanship/Executive Officer for the National Board for the Promotion of Rifle Practice, Office of the Under Secretary of the Army, Washington, DC 20314-0100.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them may write to the Director of Civilian Marksmanship at the above address, providing full name, SSN, birthdate, information such as club of which a member, competition in which participated, firearm purchased, etc., and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system should submit a written request to the System Manager and provide information as required in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation Part 505.

Record source categories:

From the individual, enrolled clubs and State Associations, investigative reports of the Defense Investigative Service and/or Federal Bureau of Investigation, law enforcement agencies, Army records and reports.

Exemptions claimed for the system:

None.

A1019.03FORSCOM

System name:

US Army Marksmanship Unit Data System (AMUDS).

System location:

Primary system exists at the US Army Marksmanship Unit, Ft Benning, GA; segments exist at similar units at Ft Meade, MD; Ft Riley, KS; and Ft Ord, CA.

Categories of individuals covered by the system:

Active duty Army personnel who compete in regional or US Army Rifle and Pistol Championships, Interservice Shooting Championships or National Rifle Association National Shooting Championships.

Categories of records in the system:

Name, SSN, information concerning shooting classifications, levels of participation in competition, scores fired in such competitions; primary military occupational specialty, duty assignments, last unit address, phone number, and assignment preferences.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To monitor the competitive status of marksmanship qualified personnel throughout the Army, coordinate their assignment or attachment to appropriate marksmanship units in support of the National Trophy Group for Interservice and National Matches competitions, and/or for support of US Army efforts to place individuals on US Shooting Teams. In addition, information is used to assist installation commanders in identifying qualified persons to conduct marksmanship programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the National Rifle Association in connection with competitions. See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards; magnetic tapes/discs.

Retrievability:

By Individual's surname and SSN.

Safeguards:

All records are maintained in locked containers accessible only to coaches and managers of Marksmanship Unit teams.

Retention and disposal:

Information is destroyed 4 years after the last competition entry.

System manager(s) and address:

Commander, US Army Forces Command, Ft McPherson, GA 30330.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, US Army Marksmanship Unit, Ft Benning, GA 31905. Writer should provide his/her full name and SSN, current address and telephone number.

Record access procedures:

Individuals desiring access to records on themselves should write to the Commander, US Army Marksmanship Unit, Ft Benning, GA, providing information required in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; official Army records and reports.

Exemptions claimed for the system:

None.

A10121.01NDU

System name:

DODCI Student Record System.

System location:

Department of Defense Computer Institute, Washington Navy Yard, Washington, DC 20374.

Categories of individuals covered by the system:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute. These are primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

Categories of records in the system:

Records consist of name, Social Security Number, home address, home telephone number, military rank or rate, civilian grade, branch of service, DOD agency or activity and course ID attended. Also, associated file of consolidated listing of students for each course offering arranged by DOD agency or activity and name.

Authority for maintenance of the system:

5 U.S.C. 301 and E.O. 9397.

Purpose(s):

Maintained by DODCI Student Operations Section to respond to individuals requesting official verification of attendance to a specific course; to respond to students, agency or activity requesting official record of training completed. Used to compile statistical data of student output, e.g., attendance by course, attendance by branch of service, agency or activity. Statistical data is not compiled by name.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Army's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file, paper copies forms, and hard disk/magnetic tape.

Retrievability:

Name and course ID.

Safeguards:

Maintained in administrative office which is locked after normal working hours, accessible only to authorized office staff and director or delegate on demand.

Retention and disposal:

Records are retained for five fiscal years and then destroyed.

System manager(s) and address:

Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address inquiries to the Chief, Student Operations Section DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374. Individual must provide course title and year of attendance.

Record access procedures:

Individuals seeking to access records about themselves contained in this system of records should address inquiries to the Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374.

Contesting record procedures:

The Department of the Army rules for accessing records and for contesting contents and appealing initial agency determinations by the individual concerned are published in Department of the Army Regulation 430-21-8; 32 CFR Part 505; or may be obtained from the system manager.

Record source categories:

Enrollment and registration request for DoD management education and training program courses (DD Form 1556, SF 182, orders, letters/messages), and course listing of students reviewed by course manager and individual students.

Exemptions claimed for the system:

None.

A1021.02NDU

System name:

DODCI Student/Faculty/Senior Staff Biography System.

System location:

Department of Defense Computer Institute, Washington Navy Yard, Washington, DC 20374.

Categories of individuals covered by the system:

All faculty members, senior staff members, and guest lecturers currently instructing or managing at the DODCI. All students who are attending or who have completed a course of instruction presented by the Department of Defense Computer Institute. These are primarily DoD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DoD activity who sponsor their attendance.

Categories of records in the system:

Biographic summary forms individually submitted upon request by each DODCI faculty member, senior staff member, guest lecturer, or student. Students record consists of name, rank or rate, civilian grade, organization and division, office phone number, current and previous job titles and positions, number of months with present job title, major duties of present job, formal education completed, course ID, objectives for attending DODCI course, computer-related and other technical training and experience, information on usage of computers in present position, influence and authority student has over design of computer-based systems including security and privacy aspects, extent involved in planning and design of teleprocessing systems.

Faculty/senior staff record consists of name, rank or rate, current and previous job titles and positions, former major duties, formal education completed, computer-related and other technical training experience.

Authority for maintenance of the system:

5 U.S.C. 301

Purpose(s):

The student biographical summaries are used by course managers and functional department heads to evaluate education level, computer related work experience, and general computer backgrouond of DODCI students. Establishes student qualifications to attend a requested course and if course objectives have satisfied personal objectives of students attending course. Statistical summarization of information contained in the system provides basis for modification and revision to course content. Serves as vehicle to place student into appropriate laboratory and seminar group in courses requiring such a breakout.

Information on faculty/senior staff members contained in the biographical summaries is provided to students as an attachment to their student notebooks. Records are used to identify faculty and senior staff members, areas of data processing and information management expertise for consultation purposes and as an expertise preamble to the next scheduled lecturer.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Army's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and computer hard disk/magnetic tape.

Retrievability:

By name for faculty/senior staff members. Course ID and name for students.

Safeguards:

Maintained in Student Operations Section which is locked after normal working hours, access controlled by system manager and accessible only to authorized faculty members, director or administration, and director or delegate on demand.

Retention and disposal:

All completed individual student biographical summaries are retained in a file folder marked by course ID and course date. Individual student biographical summaries are retained by course for two fiscal years preceding the fiscal year in progress. All individual faculty and senior staff biographical summaries are retained in a master file folder until no longer providing services to DODCI. Master file is reviewed periodically to maintain currency.

System manager(s) and address:

Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address inquiries to the Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374. Individual must provide course title and year of attendance.

Record access procedures:

Individuals seeking to access records about themselves contained in this system of records should address inquiries to the Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374.

Contesting record procedures:

The Department of the Army rules for accessing records and for contesting contents and appealing initial agency determinations by the individual concerned are published in Department of the Army Regulation 430-21-8; 32 CFR part 505; or may be obtained from the system manager.

Record source categories:

Student biography forms are of DODCI origin and completed by each individual student. Forms are completed either the first day of the course or, in the case of certain specific courses, are mailed to the prospective student requesting return prior to commencement of the course.

Biographies are authorized by each faculty and senior staff member soon after arrival at DODCI. Guest lecturers are requested to voluntarily submit biographies for use in course notebooks. Content is never changed, but in some cases selectively reduced in length so as not to exceed one page. Format and content are generated solely by DODCI member and are subjected only to editorial review.

Exemptions claimed for the system:

None.

A1021.03NDU

System name:

DODCI Course Evaluation System.

System location:

Department of Defense Computer Institute, Washington Navy Yard, Washington, DC 20374.

Categories of individuals covered by the system:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute. These are primarily DoD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DoD activity who sponsor their attendance.

Categories of records in the system:

Individual student evaluation of entire course and random sampling of specific lecture presentations. Includes course ID; objectives for attending course; statement concerning realization of personal objectives, numerical or qualitative rating of overall course, lab sessions and/or specific lectures; list of strengths and weaknesses of course; list of lecture subjects of particular benefit or of little use to student; list of lecture subjects which should be expanded or reduced in coverage; and list of topics not covered in course but should be included. Comments concerning course content, sequence, lecture presentation, teaching techniques, audio visual aids, physical facilities and administrative support are solicited and recorded. Categories are posed as questions with ample space to encourage written response to student opinion in a structured but non-restrictive format. These Course Evaluation Forms also contain hard core factual information, i.e., course ID, course dates, student name, rank/rate/grade, branch of service, duty station or agency, and present job title.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

The system is used to evaluate course, lecture, teaching techniques and individual instructor effectiveness. It provides basis for modification and revision to course content and sequence and lecture content. It provides input to long-range plan for course update, additions and revisions. The evaluation of all attendees to a particular course are reviewed as a composite group by DODCI faculty members to determine problem areas, trends, and provides a continuous evaluation of course effectiveness.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The
'Blanket Routine Uses" that appear at the beginning of the Department of the Army's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and computer hard disk/magnetic tape.

Retrievability:

Course ID and student name.

Safeguards:

Maintained in Student Operations Section Office which is locked after normal working hours, access controlled by system manager and accessible only to authorized faculty members. Director of Administration and Director delegate on demand.

Retention and disposal:

All completed individual evaluations of students attending a specific course are retained by course ID and course date. Individual student evaluation forms are retained by course for two fiscal years preceding the fiscal year in progress.

System manager(s) and address:

Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address inquiries to the Chief, Student Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374. Individual must provide course title and year of attendance.

Record access procedures:

Individuals seeking to access records about themselves contained in this system of record should address inquiries to the Chief, Student

Operations Section, DoD Computer Institute, Building 175, Washington Navy Yard, Washington, DC 20374.

Contesting record procedures:

The Department of the Army rules for accessing records and for contesting contents and appealing initial agency determinations by the individual concerned are published in Department of the Army Regulation 430-21-8; 32 CFR Part 505; or may be obtained from the system manager.

Record source categories:

Student course evaluation forms are of DODCI origin and distributed in class and completed by each individual student.

Exemptions claimed for the system:

None.

A1106.04USAISC

System name:

Military Affiliate Radio System.

System location:

US Army Information Systems Command, Ft Huachuca, AZ for individuals on whom an investigation or inquiry has been received. For addresses of locations where member records exist, the System Manager may be contacted.

Categories of individuals covered by the system:

Individuals having a valid amateur radio station license issued by the Federal Communications Commission who apply for membership in the Army Military Affiliate Radio System (MARS).

Categories of records in the system:

Applicant's name, home address and telephone number, licensing data and call-sign provided by Federal Communications commission, Army MARS call-sign, relevant inquiries/records and reports.

Authority for maintenance of the system:

10 U.S.C. 3012; DOD Directive 4650.2; E.O. 9397.

Purpose(s):

To provide a potential reserve of trained radio communications personnel for military duty when needed and/or to provide auxiliary communications for military, civil, and/or disaster officials during periods of emergency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to Department of Army and Department of Defense communication agencies and their authorized contractors in connection with individual's participation in the Army Military Affiliate Radio System (MARS) Program and to Federal supply agencies in connection with individual's participation in the Army MARS Equipment Program. See also 'Blanket Routine Uses' set forth at the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards; paper in file folders, computer tapes, discs, listings.

Retrievability:

By member's name.

Safeguards:

Information is maintained in buildings having security guards and is accessible only to individuals who have need therefor in the performance of their duties. Automated records are further protected by a product control number assigned to designated persons.

Retention and disposal:

Retained 1 year beyond the time individual is active in the program, then destroyed by shredding.

System manager(s) and address:

Commander, US Army Information Systems Command, Ft Huachuca, Arizona 85613-5000.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, furnishing name under which licensed in the Army MARS program, SSN, present address, call sign, and signature.

Record access procedures:

Individuals desiring access to their records should follow instructions given under 'Notification procedure.'

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Federal Communications Commission.

Exemptions claimed for the system:

None.

A1108.16DAIM

System name:

Postal and Mail Service System.

System location:

Postal facilities at Army headquarters offices, commands, and installations.

Categories of individuals covered by the system:

Persons designated as mail agents; military personnel assigned/attached to Army installations who desire mail handling service; standing delivery order agents designated by individuals who desire such service.

Categories of records in the system:

DD Form 285 designating Army postal clerks/NCO's/supervisors; locator cards comprising a directory of individuals assigned enroute, and/or departing given installation showing individual's full name, grade, current mailing address, date of assignment/detachment, and SSN (latter is voluntary); standing delivery order designations of agents to handle individual's mail.

Authority for maintenance of the system:

10 U.S.C. 3012; E.O. 9397.

Purpose(s):

To designate persons authorized to perform Army postal functions; to maintain current addresses of persons arriving/departing units for purpose of handling personal mail.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to US Postal Service. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards, paper records; microfiche, word processing disc.

Retrievability:

By individual's surname.

Safeguards:

Records are located in secured buildings, accessible only to designated persons having an official need for the information. Where word processing equipment is used, information is protected by a password system; when not in use, word processing equipment is locked.

Retention and disposal:

Postal personnel designations and designation of mail delivery agents by individuals are destroyed 1 year following termination of individual's duty as such. Directory locator cards are retained for 6 months after individual departs a unit.

System manager(s) and address:

The ACSIM, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331-0301.

Notification procedure:

Individuals desiring to know whether this sytem of records contains information concerning them should inquire of the Postal Director at the unit where assigned or employed.

Record access procedures:

Written requests should contain individual's full name, rank/grade, SSN, and any other information that will assist in locating records. Personal visits may be made; individual must furnish proof of identity.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, unit commanders and Army postal officers.

Exemptions claimed for the system:

None.

A1111.01TRADOC

System name:

Individual Flight Records Folder.

System location:

Decentralized to Flight Operations Section of Army/Army Reserve/National Guard units for all personnel on whom flight records are maintained. Copies of individual flight records (DA Form 759) are maintained at the Directorate of Evaluation and Standardization, Attn: ATZQ-ESO, U.S. Army Aviation Center, Ft Rucker, AL for active Army and Reserve Component personnel who are Instructor Pilots, Standardization Instructor Pilots, or Instrument Flight Examiners; USAMILPERCEN, HQDA(DAPC-OPE-V), for active Army officers; USAMILPERCEN, HQDA(DAPC-OPW-AV), for active Army warrant officers; and HQDA(DASG-HCO-A), for active Army MSC officers. Records of Army reservists not on extended active duty are maintained at the US Army Reserve Personnel Center, St Louis, MO; those of National Guardsmen are maintained at the National Guard Bureau, Aberdeen Proving Ground, MD.

Categories of individuals covered by the system:

Army aviators who are members of the Active and Reserve Components and qualified and current in the aircraft to be flown; civilian employees of Government agencies and Government contractors who have appropriate certifications or ratings, flight surgeons or aeromedical physicians' assistants in aviation service, enlisted crew chief/crew members, aerial observers, personnel in non-operational aviation positions, and those restricted or prohibited by statute from taking part in aerial flights.

Categories of records in the system:

DA Forms 759 and 759-1 (Individual Flight Records and Flight Certificate Army (Sections I, II, and III)); DA Form 4186 (Medical Recommendations for Flying Duty), results of annual aviation written examinations, waivers, disqualifications, DA Form 4187 requesting requalification, requalification orders, aeronautical orders awarding ratings.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 3012; E.O. 9397.

Purpose(s):

To record the flying experience and qualification data of each aviator, crewmember, and flight surgeon in aviation service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Federal Aviation Agency and/or the National Transportation Safety Board. See also 'blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname and/or SSN.

Safeguards:

Records are maintained in controlled areas accessible only to designated persons having official need therefor.

Retention and disposal:

So long as an aviator remains operational, records are maintained by installation operations officer; when individual is no longer in operational flying status, individual Flight Records Folder is collocated with his/her Military Personnel Records Jacket.

System manager(s) and address:

Commander, U.S. Army Training and Doctrine Command, Fort Monroe, VA 23651.

Notification procedure:

Individuals desiring to know whether or not this system of records contains information on them should inquire of the Flight Operations Section of their current unit, furnishing full name and SSN; if not on active duty, inquiry should be addressed as indicated in 'System location'.

Record access procedures:

Access may be achieved by writing or visiting the appropriate office and furnishing information required by 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Federal Aviation Agency, flight surgeon, evaluation reports, proficiency and readiness tests, and other relevant records and reports.

Exemptions claimed for the system:

None.

A1111.16USAISC

System name:

Air Traffic Controller Records.

System location:

Primary system is at US Army Information Systems Command, Ft Huachuca, AZ. Segments are located at Army Air Traffic Control facilities at fixed Army airfields and other aviation units requiring ATC personnel.

Categories of individuals covered by the system:

Air Traffic Controllers employed by the Department of the Army.

Categories of records in the system:

Name, SSN, ATC qualifications, training and proficiency data; medical examination reports; performance appraisals; ratings and date assigned to current facility; and similar relevant documents.

Authority for maintenance of the system:

Federal Aviation Act of 1958, 49 U.S.C. 313, 601, 1354, and 1421.

Purpose(s):

To determine proficiency of Air Traffic Controllers and reliability of the ATC system operations within the Department of the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Federal Aviation Agency, the National Transportation Safety Board, and similar authorities in connection with aircraft accidents, incidents, or traffic violations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards; magnetic tapes/discs.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in secure areas available only to designated persons having official need therefor.

Retention and disposal:

Records are retained so long as individual is employed or on active duty. Copy of controller's qualifications, training, performance assessments, medical examination results, and similarly relevant data are filed in military member's Military Personnel Records Jacket or civilian employee's Official Personnel Folder. Historical data are maintained indefinitely at primary location.

System manager(s) and address:

Commander, US Army Information Systems Command, Ft Huachuca, AZ 85613-5000.

Notification procedure:

Individuals who believe information on them exists in this system of records may inquire of the Air Traffic Control Facility where assigned, or to the System Manager. Individual should provide full name, details which will facilitate locating the records, current address and signature.

Record access procedures:

Individuals who desire access to their records should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her supervisor, Army or Federal Aviation Agency physicians, ATC Facility Personnel Status Reports (DA Form 3479-6-R).

Exemptions claimed for the system:

None.

A1201.02MTMC

System name:

Personal Property Movement and Storage Records.

System location:

Installation Transportation Offices and Joint Personal Property Shipping Offices, world-wide; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Military members of the Army, Navy, Marine Corps, and Air Force; Civilian employees; dependents; personnel of other government agencies when sponsored by the Department of Defense.

Categories of records in the system:

Orders authorizing shipment/storage of personal property to include privately owned vehicles and house trailers/mobile homes; Department of Defense Form 1131 (Cash Collection Voucher), DD Form 1299 (Application for Shipment and/or Storage of Personal Property), DD Form 1384 (Transportation Control and Movement Document), DD Form 1797 (Personal Property Counseling Checklist), Standard Form 1203 (Government Bill of Lading), Storage contracts, and other related documents.

Authority for maintenance of the system:

10 U.S.C. 3012; E.O. 9397.

Purpose(s):

To arrange for the movement, storage and handling of personal property; to identify/trace lost or damaged shipments; to answer inquiries and monitor effectiveness of personal property traffic management functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to commercial carriers to identify ownership, verify delivery of shipment, support billing for services rendered, and justify claims for loss, damage, or theft. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; microfilm; magnetic tapes and computer printouts.

Retrievability:

By individual's surname.

Safeguards:

Information is maintained in secured areas, accessible only to authorized personnel having an official need-to-know. Automated segments are further protected by code numbers/passwords.

Retention and disposal:

Documents relating to packing, shipping and/or storing of household goods within continental United States are destroyed after 3 years; those relating to oversea areas are destroyed after 6 years. Documents regarding shipment of Privately owned vehicle/house trailers are destroyed after 2 years. Shipment discrepancy reports are destroyed after 2 years or when claim/investigation is settled, whichever is later. Administrative files reflecting queries and responses are retained for 2 years; then destroyed.

System manager(s) and address:

Commander, Headquarters, Military Traffic Management Command, Falls Church, VA 22041-5050.

Notification procedure:

Information may be obtained from the Installation Transportation Office which processed the shipping/storage documents.

Record access procedures:

Written requests should contain requester's full name, SSN, current address and telephone number, and any information which will assist in locating the records requested (e.g. type of shipment, origin, destination, date of application, etc.).

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual whose personal property is shipped/stored; from the carrier/storage facility.

Exemptions claimed for the system:

None.

A1201.08TRADOC

System name:

Marine Qualification Board Records.

System location:

Marine Qualification Board, United States (US) Army Transportation School, Ft Eustis, VA 23604.

Categories of individuals covered by the system:

Military and civilian employees of the Army.

Categories of records in the system:

Marine Service Record (DA Form 3068-1), individual's request for examination, test results, character and suitability statements, physical qualification reports, experience qualifications and evaluations commander's recommendation, Marine Qualification Board recommendation and final action thereon, US Army Marine Licenses (DA Forms 4309 and 4309-1), and similar relevant documents.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To evaluate and recommend appropriate action concerning the issuance, denial, suspension, or revocation of US Army Marine Licenses; to award certification to individuals passing the marine qualification examination; to monitor test content and procedures to ensure that tests are valid and current; to award Special Qualification Identifiers to appointed Marine Qualification Field Examiners; to review marine casualty reports, incident reports, and investigations to re-evaluate qualifications of persons involved; to issue Marine Service Book to qualified individuals; and to maintain Marine Service Records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The US Coast Guard, Department of Transportation may be furnished information concerning certification and licensing of individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained within a building secured during non-duty hours, and are available only to authorized individuals having official need therefor.

Retention and disposal:

Records are retained for 40 years, after which they are destroyed by shredding.

System manager(s) and address:

Commander, US Army Training and Doctrine Command Ft Monroe, VA 23651.

Notification procedure:

Individuals who wish to know whether or not this system of records contains information on them should inquire of the Marine Qualification Board, US Army Transportation School, Ft. Eustis, VA 23604. Individual should furnish name, pertinent details that will facilitate locating the address, and signature. ure.

Record access procedures:

For access to their records, individuals should submit a written request as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulaation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, military and civilian personnel records and reports, civilian maritime records, US Coast Guard, commanders and vessel masters, and other appropriate sources able to furnish relevant information.

Exemptions claimed for the system:

None.

A1205.26DALO

System name:

Local Transportation Authorization and Use Files.

System location:

Army offices charged with responsibility for approving and issuing local transportation fare media to be used in the transaction of official Government business.

Categories of individuals covered by the system:

Any person required to use official local transportation in conducting official Government business with and around his/her designated duty stations.

Categories of records in the system:

Documents pertaining to the accounting for and issuance of local ferry tickets, commercial bus tokens, rail passes, toll bridge tickets, etc., for official travel of Government personnel.

Authority for maintenance of the system: 10 U.S.C. 3012.

Purpose(s):

To account for issuance of tickets/tokens/fare passes for local official travel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards.

Retrievability:

By user's name or SSN.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroyed after 3 years.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information can be obtained from the designated official responsible for issuing local transportation fare media.

Record access procedures:

Individuals may inquire of the designated official who dispenses local fare authorizations.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From individuals using tickets/tokens/passes for official travel.

Exemptions claimed for the system:

None.

A1205.30DAAG

System name:

Individual Travel Files.

System location:

Travel offices at installations, major commands, and Army Staff Agencies.

Categories of individuals covered by the system:

Army military (active and reserve) and civilian personnel, US Government personnel assigned to Army and other military installations, their dependents and bona fide members of individual's household, and US personnel traveling under Army sponsorship, including contractors.

Categories of records in the system:

Documents pertaining to travel of persons on official Government business, and/or their dependents, including but not limited to travel assignment orders, authorized leave enroute, availability of quarters and/or shipment of household goods and personal effects, application for passport/visas, the passport authorized travel, security clearance and relevant messages and correspondence. Records may also include clearances for official travel to or within certain foreign countries which may require military theater/area and/or Department of State authorization pursuant to DOD Directive 5000.7, or other established military requirement applying in oversea commands for personal unofficial travel in certain foreign countries.

Authority for maintenance of the system:

10 U.S.C., sections 704 and 3012; Status of Forces Agreement or other similar international agreements binding on military forces.

Purpose(s):

To process official travel requests (and personal travel to restricted areas if in oversea commands) for military and civilian personnel; to determine eligibility of individual's dependents to travel; to obtain necessary clearances where foreign travel is involved, including assisting individual in applying for passports and visas and counseling where proposed travel involves visiting/transiting communist countries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to attache' or law enforcement authorities of foreign countries; to US Department of Justice or Department of Defense legal/intelligence/investigative agencies for security, investigative, intelligence, and/or counterintelligence operations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in areas accessible only to authorized persons who are properly screened, cleared, and trained. Buildings housing records are either located on controlled access post or otherwise secured when offices are closed.

Retention and disposal:

Records are retained for 2 years after which they are destroyed by shredding.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Information may be obtained from the Administrative or Personal Services Office at the installation/major command at which travel request/clearance was initiated.

Record access procedures:

Individuals may submit written requests for information in this system to the appropriate decentralized record custodian, furnishing full name, grade/rank, signature, and details of travel authorization/clearance documents being accessed. Custodian of records may require notarized statement of identity.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual requesting travel authorization/clearance; Army records and reports.

Exemptions claimed for the system:

None.

A1301.07AMC

System name:

Food Taste Test Panel Files.

System location:

US Army Natick Research, Development and Engineering Center, Natick, MA 01760.

Categories of individuals covered by the system:

Civilian and military personnel who volunteer to participate in sensory taste tests of food items.

Categories of records in the system:

Questionnaire and locator documents completed by participants containing name, date, organization, business telephone number, sex, age, marital status, rank/grade, present/prior military service, highest educational level attained, section of country lived in the longest, willingness to test irradiated foods, food aversion/food preference data.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To evaluate food rations under development by the Army; to determine acceptability of food items in consideration of purchase.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts, cards, magnetic tapes and paper records in file folders.

Retrievability:

By participant's surname or assigned unique number.

Safeguards:

Records are stored in metal file cabinets which are locked when not under the control of authorized personnel. Buildings housing the records employ security guards.

Retention and disposal:

Records are destroyed when participant is no longer active in the program.

System manager(s) and address:

Commander, US Army Natick Research, Development and Engineering Center, Natick, MA 01760.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: Science and Advanced Technology Directorate.

Record access procedures:

Individuals who believe information on them is contained in this system of records should write to the Sensory Analysis Branch, Science and Advanced Technology Directorate, US Army Natick Research, Development and Engineering Center, Natick, MA 01760, furnishing their full name and current address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A1304.05DASG

System name:

Immunity Booster Files.

System location:

US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

Categories of individuals covered by the system:

Military and civilian employees of Ft Detrick engaged in research who have been immunized with a biological product or who fall under the Occupational Health and Safety Act or Radiologic Safety Program.

Categories of records in the system:

File contains name of biological agents, individual's name, SSN, age, race, date of birth, occupation, titers, immunization schedule, known allergies, amount of dosage, reaction to immunization, radiologic agents, exposure level, health screening test results, health test schedule, similar relevant documents.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To create a large data base of immunological data for research purposes, and to manage the scheduling of all health screening tests, immunizations, physicals, and other special procedures required by the US Army Medical Research Institute of Infectious Diseases' biosurveillance program, radiologic safety program, and occupational health and safety program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage.

Random access disc files, card files, and backed up on magnetic tape.

Retrievability:

For research purposes, the data are usually retrieved and analyzed with respect to relative times, vaccine lots, titers, demographic values, etc. Data are seldom retrieved by name of individual or SSN. Schedule data however, are retrieved by name, by test to be taken, and by month of scheduled examinations.

Safeguards:

Records are maintained in controlled areas; access is restricted to authorized persons having need therefor in the performance of official duties.

Retention and disposal:

Records are permanent.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. U. S. Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701. Writer should be specific concerning type of information sought.

Record access procedures:

Individuals desiring access to records about themselves should inquire as indicated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21. (32 CFR Part 505).

Record source categories:

From medical persons; their interview with individual concerned; laboratory results; immunization results; and other relevant test results.

Exemptions claimed for the system:

None.

A1304.21DASG

System name:

Sandfly Fever Files.

System location:

US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

Categories of individuals covered by the system:

All human volunteers who participated in the Sandfly fever studies at US Army Medical Research Institute of Infectious Diseases.

Categories of records in the system:

Records contain data on name, body temperature, pulse, blood pressure, respirations, urinalysis results, blood serology results.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

Information is being stored for possible future study. Data were collected and analyzed during a previous Sandfly fever study.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on punched computer cards and printouts.

Retrievability:

By individual's name; analyzed by parameter, pre- or post-infection day and experimentals versus controls.

Safeguards:

Files are maintained in a secured building locked during non-duty hours. Access is restricted to authorized personnel only.

Retention and disposal:

Records will be maintained until they have no further research value.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them is contained in this system of records should write to the Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21703. Individual should provide sufficient detail to permit locating the record.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From quantitative data obtained from investigative staff and clinical laboratory reports.

Exemptions claimed for the system:

None.

A1304.22aDASG

System name:

Research Volunteer Registry.

System location:

Primary

U.S. Army Medical Research and Development Command, Fort Detrick, Frederick, MD 21701-5012 and U.S. Army Chemical Research, Development and Engineering Center (CRDEC), Aberdeen Proving Ground, MD 21010-5423.

Alternates
- Letterman Army Institute of Research, Presidio of San Francisco, CA 94129-6800
- Walter Reed Army Institute of Research, Washington, DC 20307-5100
- U.S. Army Aeromedical Research Laboratory, Fort Rucker, AL 36362-5000
- U.S. Army Institute of Dental Research, Washington, DC 20307-5300
- U.S. Army Institute of Dental Research, Fort Sam Houston, TX 78234-6200
- U.S. Army Medical Bioengineering Research and Development Laboratory, Fort Detrick, Frederick, MD 21701-5010
- U.S. Army Medical Research Institute of Chemical Defense, Aberdeen Proving Ground, MD 21010-5425
- U.S. Army Medical Research Institute of Infectious Diseases, Fort Detrick, Frederick, MD 21701-5011
- U.S. Army Research Institute of Environmental Medicine, Natick, MA 01760-5007

Categories of individuals covered by the system:

Records of military members, civilian employees, and non-DOD civilian volunteers participating in current and future research sponsored by the U.S. Army Medical Research and Development Command and the U.S. Army Chemical Research, Development and Engineering Center.

Categories of records in the system:

Name, Social Security Account Number, and other such information as necessary to locate the individual. Individual consent agreements, test protocols, challenge materials, inspection/afteraction reports, standard operating procedures, medical support plans, and summaries of pre-test and post-test physical examination parameters measured before and after testing.

Authority for maintenance of the system:

5 U.S.C., section 301; 10 U.S.C., sections 1071-1090 and section 3012; 44 U.S.C. section 3101; E.O. 9397.

Purpose(s):

To assure that the U.S. Army Medical Research and Development Command (USAMRDC) and the U.S. Army Chemical Research, Development and Engineering Center (CRDEC) can contact individuals who participated in research conducted/sponsored by the Command and Center in order to provide them with newly acquired information, which may have an impact on their health. To answer inquiries concerning an individual's participation in research sponsored/conducted by USAMRDC and CRDEC. To facilitate retrospective medical and/or scientific evaluations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

1. HQDA: To contact volunteer human subjects later should it be in their best interests; to document and assist in determining the need for medical treatment at any future time for a condition proximately resulting from participation in a test; to adjudicate claims and determine benefits; to report medical conditions required by law to other Federal, State, and local agencies; for retrospective medical/scientific evaluation; and for future scientific and legal significance.

2. Veterans Administration: To assist in making determinations relative to claims for service-connected disabilities; and other such benefits.

3. See also the "Blanket Routine Uses" set forth at the beginning of the Army's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

a. Paper records in file folders; computer magnetic tapes, disks, and printouts.

b. Laboratory-conducted research. Computer tapes are filed in the laboratory.

c. Contractor-conducted research. Upon completion of research, files are turned over to the U.S. Army Medical Research and Development Command, Computer tapes are filed at the U.S. Army Medical Research and Development Command.

Retrievability:

By name, SSN.

Safeguards:

a. USAMRDC: Computerized records are accessed by the custodian of the records system, and by persons responsible for servicing the record system in the performance of their duties. Computer equipment and files are located in separate, secured area.

b. CRDEC: Paper records and data disks are kept in locked compartments with access limited to authorized personnel. Access to computerized data is by use of a valid site identification number assigned to an individual terminal and by valid site identification number assigned to an individual terminal and by a valid user identification and password code assigned to an authorized user, changed periodically to avoid compromise. Data entry is on-line using a dial-up terminal. Computer files are controlled by keys known only to personnel assigned to work on the data base. Data base output is available only to designated computer operators. Computer facility has double barrier physical protection. The remote is in a room which is locked when vacated and the building is secured when unoccupied.

Retention and disposal:

Records are destroyed after 65 years.

System manager(s) and address:

Headquarters, Department of the Army, Office of the Surgeon General, ATTN: DASG-RDZ (SGRD-HR), 5109 Leesburg Pike, Falls Church, VA 22041-3258.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should submit a written request to Headquarters, Department of the Army, Office of the Surgeon General, ATTN: DASG-RDZ (SGRD-HR), 5109 Leesburg Pike, Falls Church, VA 22041-3258 or to Commander, U.S. Army Chemical Research, Development and Engineering Center, ATTN: SMCCR-HV, Aberdeen Proving Ground, MD 21010-5423. Written requests should include full name, social security number, current address, and telephone number of the requester. For personal visits, the individual should be able to provide acceptable identification such as valid driver's license, employer, or other individually identifying number, building pass, etc.

Record access procedures:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in "Notification procedure", and furnish information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, medical authorities, Test Director reports, documents prepared by staff supporting the test/research, and records/documents from records custodians.

Exemptions claimed for the system:

None.

A1306.01DAPE

System name:

Behavioral and Social Sciences Research Project Files.

System location:

Army Research Institute for the Behavioral and Social Sciences, 5001 Eisenhower Avenue, Alexandria, VA 22333 and field offices located at Ft Lewis, WA; Boise, ID; Camp Zama, Japan; Fort Huachuca, AZ; London, England; Mannheim, Germany; Naval Training Center, Orlando, FL; Falls Church, VA; Fort Hood, TX; Fort Knox, KY; Fort Leavenworth, KS; Presidio of Monterey, CA; Fort Rucker, AL; and St. Louis, MO.

Categories of individuals covered by the system:

(1) Current and former officer, warrant officer, and enlisted military personnel, including Army Reservists and National Guard.

(2) Family members of the service members in category (1).

(3) Civilian employees of DOD.

(4) Samples of civilians from the general U.S. population who are surveyed to determine why people do or do not consider military service as a career or a short-term employment option.

Categories of records in the system:

Individual's name and SSN, questionnaire-type data relating to service member's and civilian employee's pre-service education, work experience, social environment and culture, learning ability, physical performance, combat readiness, discipline, motivation, attitude about Army life, and measures of individual and organizational adjustments; test results from Armed Services Vocational Aptitude Battery and Skill Qualification Tests. Also, individual's name and SSN, and questionnaire-type data relating to non-service member's education, work experience, motivation, knowledge of and attitude about the Army. When records show military service or marriage to a service member, the appropriate non-service records will be linked to the service record.

Authority for maintenance of the system:

10 U.S.C. 2358 and 4503; E.O. 9397.

Purpose(s):

To research human factors inherent in the recruitment, selection, classification, assignment, evaluation, and training of military and civilian personnel; to enhance readiness effectiveness of the Army by developing personnel management methods, training devices, and testing of weapons methods and systems aimed at improved group performance. (No decisions affecting an individual's rights or benefits are made using these research records.)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; punch cards; magnetic tape.

Retrievability:

By individual's name and/or SSN. For research purposes, the data are usually retrieved and analyzed with respect to relative times of entry into service, training performance, and demographic values. Scheduled data for follow-up data collections however, are retrieved by month of scheduled follow-up and by name.

Safeguards:

Access to records is restricted to authorized personnel having official need therefor. Automated data are further protected by controlled system procedures and code numbers governing access.

Retention and disposal:

Information is retained until completion of appropriate study or report, after which it is destroyed by shredding or erasing.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not this system of records contains information about themselves should write to the System Manager, providing their full name, SSN, current address, and subject area and year of testing, if known.

Record access procedures:

For access to information about themselves in this system of records, individuals should follow information in 'Notification procedure' above.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his or her peers, or, in the case of ratings and evaluations, from supervisors.

Exemptions claimed for the system:

None.

A1401.07aAMC

System name:

Resumes for Non-Government Technical Personnel.

System location:

US Army Research Office, P.O. Box 12211, Research Triangle Park, NC 27709.

Categories of individuals covered by the system:

Resumes of candidates to provide scientific services to Federal agencies in the fields of mathematics and the physical, engineering, life and geosciences.

Categories of records in the system:

Individual's name, personal history resume, affiliations, area of expertise, SSN, record of remuneration for services provided, and performance evaluations.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To provide a source of personal information/qualifications on qualified scientific and technical personnel able to solve scientific and technical problems of interest to the US Government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in metal containers; magnetic disc, tape.

Retrievability:

By candidate's surname; automated records are retrieved by Key Word.

Safeguards:

Records are maintained in areas accessible only to authorized, properly trained personnel who have official need therefor.

Retention and disposal:

Retained for life of the contract; destroyed by shredding when no longer needed.

System manager(s) and address:

Director, US Army Research Office, P.O. Box 12211, Research Triangle Park, NC 27709.

Notification procedure:

Information may be obtained from the Contracting Officer, US Army Research Office, P. O. Box 12211, Research Triangle Park, NC 27709.

Record access procedures:

Written requests may be sent to the System manager; requester must provide his/her full name, current address and telephone number, position title, and current employer.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual candidate.

Exemptions claimed for the system:

None.

A1401.07bDAIM

System name:

Library Borrowers'/Users' Profile Files.

System location:

Libraries on Army installations activities.

Categories of individuals covered by the system:

Authorized users of Army library facilities.

Categories of records in the system:

Name, address, SSN, and telephone number of the user.

Authority for maintenance of the system:

5 U.S.C. 301; E.O. 9397.

Purpose(s):

To identify individuals authorized to borrow library materials; to ensure that all library property is returned and individual's account is cleared, and to provide librarian useful information for selecting, ordering, and meeting user requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files, magnetic tapes, computer printouts.

Retrievability:

By user's surname, SSN, and/or residence.

Safeguards:

Information is maintained in areas accessible only to authorized persons who have official need therefor. Libraries are secured during non-duty hours.

Retention and disposal:

Records are destroyed when no longer needed to obtain and/or control library materials.

System manager(s) and address:

Office of Assistant Chief of Staff for Information Management, Department of the Army, Washington, DC 20310-0700.

Notification procedure:

Individuals desiring to know whether or not information on them is contained in this system of records should inquire of the specific library that provided services, furnishing their name, period in which a user and any other information that would assist in locating applicable records.

Record access procedures:

Individuals seeking access should follow the guidance in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A1402.18DAJA

System name:

Procurement Misconduct Files.

System location:

HQDA(DAJA-LT), The Pentagon, Washington, DC 20310-2210.

Categories of individuals covered by the system:

Individuals or legal entities investigated for alleged procurement misconduct, such as fraudulent activities in securing or performing a Government contract.

Categories of records in the system:

Criminal and administrative investigations of fraudulent, criminal or other misconduct in connection with Government procurement activities and the Consolidated List of Debarred, Ineligible, and Suspended Contractors.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To determine whether criminal or civil proceeding should be initiated against the contractor with the Government or government procurement officials for criminal conduct in connection with procurement activities and to maintain and distribute a list of contractors determined to be ineligible to participate in Government procurement activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Justice and United States Attorneys. See also 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By last name.

Safeguards:

Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Destroyed 15 years after final action on the case.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records may write to the System Manager, ATTN: Chief, Litigation Division, furnishing full name, current address and telephone number, specific details that will enable locating the record, and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', supplying information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Department of the Army Staff agencies, Army records and reports, Department of Justice, US Attorneys, opposing counsel, and similar relevant sources.

Exemptions claimed for the system:

None.

A1403.30DACF

System name:

Commercial Entertainment Transaction Records.

System location:

Installation and area clubs; other membership associations, nonappropriated fund activities and instrumentalities; Armed Forces recreation centers throughout the Army; United States Army Europe and Korea commercial/entertainment offices; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Individual performers, members of entertainment groups or their agents who may be members of the United States Forces and/or their dependents, civilian components of US Forces and/or their dependents, and other US citizens or foreign nationals.

Categories of records in the system:

File contains name of individual or group, SSN of individual, type of entertainment, passport number, nationality, location of performances, agent code, performance/band information, fees charged, payment records, individual contract number, performance information and date, and code of the non-appropriated fund activity.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To register individual/group entertainers appearing at non-appropriated fund activities or instrumentalities, clubs, associations or recreation centers; to issue pay and supporting documents incident to contract for such entertainers; to account for monies of open messes and clubs for entertainment purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; punch cards, magnetic tapes and discs, and computer printouts.

Retrievability:

By SSN, agent code or band code.

Safeguards:

Buildings housing records employ security guards. Paper files, computer cards, and printouts are stored in areas accessible only to authorized personnel; offices and buildings are locked during non-duty hours. Access to computer is limited to individuals who are properly cleared and trained.

Retention and disposal:

Records are retained for 6 years; then destroyed by shredding.

System manager(s) and address:

Commander, US Army Community and Family Support Center, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Individuals desiring to know whether or not information on them exists in this system of records should write to the System Manager, providing full name of the individual, agent code (if applicable), SSN and/or passport number, and the time period and performance date involved.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual entertainer and agent.

Exemptions claimed for the system:

None.

A1416.05DALO

System name:

Property Officer Designation Files.

System location:

Maintained at unit level of the Army.

Categories of individuals covered by the system:

Individuals with formal responsibility for United States Government property.

Categories of records in the system:

Document appointing or relieving individuals as property officers.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To verify an individual's authority to assume responsibility for US Government property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By appointee's surname.

Safeguards:

Records are maintained in locked cabinets accessible only to designated authorized personnel.

Retention and disposal:

Records are destroyed 2 years following individual's termination of appointment, burning or shredding 2 years after termination of appointment.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the office designating the individual as Property Officer. Individual should provide name, unit where assigned as Property Officer, and time period involved.

Record access procedures:

Individuals desiring access to records on themselves should write as indicated in 'Notification procedure', furnishing information specified therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her commander, Army records and reports.

Exemptions claimed for the system:

None.

A1416.16DALO

System name:

Hand Receipt Files.

System location:

Property book offices and supply rooms at most Army activities world-wide.

Categories of individuals covered by the system:

Civilian or military personnel who assume temporary custody or responsibility for United States Government or other official property.

Categories of records in the system:

Individual receipts or listings reflecting acceptance of responsibility for items of property listed thereon.

Authority for maintenance of the system:

10 U.S.C. 3012.

To record property in use or in custody of individuals; to provide an audit trail for property accountability; to determine responsibility for lost, damaged, or stolen property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape/disc; paper records in file folders.

Retrievability:

By individual's surname, SSN, menue number, line number, size.

Safeguards:

Records are maintained in locked cabinets/areas accessible only to authorized personnel. Automated data are protected by administrative, physical, and technical safeguards required by Army Regulation 380-380.

Retention and disposal:

Record is maintained only while property is in use by or in the custody of an individual; destroyed on turn-in or upon complete accounting for the property, or when superseded by a new receipt or listing.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from activities issuing hand receipts. Individual should provide his/her full name, installation at which a hand receipt holder, and any other may facilitate locating the record.

Record access procedures:

Individuals desiring access to records about themselves should inquire of the property book officer at the installation where record is believed to exist.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Hand receipt number on printed form or on property book.

Exemptions claimed for the system:

None.

A1416.20DALO

System name:

Personal Property Accounting Files.

System location:

Maintained in orderly rooms of troop units, Army-wide.

Categories of individuals covered by the system:

Military individuals absent without leave or absent sick in medical facilities.

Categories of records in the system:

Documents reflecting items of personal property of individuals listed in the preceding paragraph.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To identify and protect property belonging to soldiers who are absent without leave or absent because of illness and confined to medical facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By last name of individual owning the property.

Safeguards:

Records are maintained in locked cabinets accessible to authorized individuals having official need therefor.

Retention and disposal:

Records are maintained during an individual's absence and destroyed 2 years after his/her return.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from troop commanders. Individual should provide full name, SSN, current address and telephone number, and dates and circumstances of the absence.

Record access procedures:

Individuals may review their record by visiting designated representatives of or writing to troop commanders holding the records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From inventories and other Army records and reports.

Exemptions claimed for the system:

None.

A1416.34DALO

System name:

Personal Clothing Record Files.

System location:

Maintained by Active Army training activities, National Guard Armories, and US Army Reserve units.

Categories of individuals covered by the system:

All assigned personnel with military status.

Categories of records in the system:

Individual personal clothing records (DA Form 3078).

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To reflect accountability for personal clothing by individual soldiers during their first six months of military service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By surname of individual concerned.

Safeguards:

Records are maintained in locked cabinets accessible only to authorized personnel having official need therefor.

Retention and disposal:

For active Army personnel, the record is destroyed when individual has been in service 6 months and has fulfilled his/her final showdown inspection as required by Army Regulation 710-2. For National Guard and US Army Reserve personnel, the record is transferred with the Military Personnel Records Jacket on individual's completion of basic training.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, D.C. 20310.

Notification procedure:

Information may be obtained from troop commanders. Individual should provide his/her full name, SSN, and current address and telephone number.

Record access procedures:

Individual may review his/her record by visiting designated representatives of troop commanders.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; DA Form 3078.

Exemptions claimed for the system:

None.

A1420.08DAPE

System name:

Motor Vehicle/Equipment Operator Permit Files.

System location:

Decentralized to local installation level of the Department of the Army.

Categories of individuals covered by the system:

Military and civilian personnel authorized to operate Government motor vehicles and/or certain categories of equipment such as generators, air compressors, gas generators, construction equipment, materials handling equipment, locomotives, guided missile hydraulic elevators, mobile floating assault bridges, fueled heaters and stoves, amphibious crafts, and mine detecting equipment.

Categories of records in the system:

Individual's permit (SF 46) or other authorization for operating vehicles or equipment such as enumerated in the preceding paragraph; register of such individuals; qualifications records; similar relevant documents and reports.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To determine qualifications of the individuals and issue authorization for operation of Government motor vehicles and/or equipment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards.

Retrievability:

By individual's surname.

Safeguards:

Records are maintained in secured areas/cabinets accessible only to designated officials having need therefor in the performance of their duties.

Retention and disposal:

Destroyed 3 years from date of issue or earlier if revoked by proper authority.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals who believe information on them is contained in this system of records should inquire of the Motor Vehicle/ Equipment Examiner or Provost Marshal at the installation where permit or authorization was issued.

Record access procedures:

Individuals should submit a written request as indicated in 'Notification procedure', providing full name, SSN, date and place assigned when permit or authorization was issued, and signature.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A1427.01DALO

System name:

Laundry and Dry Cleaning Accounting Files.

System location:

All laundries at Army installations world-wide. DA Form 3799 is maintained also at US Army Finance and Accounting Center, Indianapolis, IN 46249.

Categories of individuals covered by the system:

All military personnel who are authorized payroll deduction service.

Categories of records in the system:

Individual's application for laundry and/or dry cleaning start or stop deductions (DA Form 3799), laundry mark, organizational code number, amount deducted from pay monthly for laundry or dry cleaning service, date, and organization name.

Authority for maintenance of the system:

10 U.S.C. 3012.

Purpose(s):

To determine patrons authorized laundry and dry cleaning service, to verify receipt and shipment of individual laundry bundles, and amount of money deducted from soldier's pay; for management and statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets; magnetic tape.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only to authorized individuals having need therefor.

Retention and disposal:

Records are retained for 1 year, after which they are destroyed by shredding/erasing. DA Form 3799 is retained indefinitely until laundry or dry cleaning service is cancelled by the individual.

System manager(s) and address:

Deputy Chief of Staff for Logistics (ODCSLOG), The Pentagon, Washington, DC 20310.

Notification procedure:

Information in this notice may be obtained by inquiring of the Laundry Facility at the Army installation/activity where service was obtained.

Record access procedures:

Individuals wishing to access records concerning them in this system of records may inquire of the Laundry Facility at the installation providing service; individual should furnish name and pertinent data that will facilitate locating the record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; DA Form 3799.

Exemptions claimed for the system:

None.

A1434.10AMC

System name:

Small Arms Sales Record Files.

System location:

US Army Armament Munitions and Chemical Command, Rock Island, IL 61229-6000.

Categories of individuals covered by the system:

Any US citizen considered eligible under Federal regulations who purchased a firearm from the US Government for personal use.

Categories of records in the system:

Individual's name, mailing address, application for purchase of firearm, date purchased, DA Form 3535 (Weapon Sales Record), information concerning weapon caliber, model, type and serial number of firearm, relevant correspondence.

Authority for maintenance of the system:

10 U.S.C. 4308.

Purpose(s):

To respond to individual citizen requests to purchase firearms from the US Government for personal use.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Federal, state and local law enforcement investigative agencies may be furnished information from this system of records to determine last known firearm ownership, to trace recovered or confiscated firearms, and to assist in criminal prosecution or civil court actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

By purchaser's surname; type of weapon; and serial number.

Safeguards:

Records are maintained in areas accessible only to designated persons having official need therefor in the performance of their duties. Building housing records are protected by security guards.

Retention and disposal:

Records are permament.

System manager(s) and address:

Commander, US Army Armament Munitions and Chemical Command, Rock Island, IL 61299-6000.

Notification procedure:

Individuals wishing to know whether or not information on them exists in this system of records should write to the System manager, ATTN: AMSMC-MMD-LS, providing their full name; current address as well as address at time of firearm purchase, if different; type, caliber, and serial number of firearm(s) purchases; and signature.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A1504.08DAEN

System name:

Real Estate Outgrants.

System location:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314; Engineer Division and District Offices.

Categories of individuals covered by the system:

Grantees holding outgrants (leases, licenses, easements, permits, and consents) for use of Government real property, or permission (under consents) for use of property over which the Government holds easement interests.

Categories of records in the system:

Outgrant instrument and listings by number and name to include location, purpose, term and rental for each outgrant and an indication when grantees are not in compliance with terms of their outgrants.

Authority for maintenance of the system:

10 U.S.C., sections 2667, 2668, 2669, 2672, 3012, 4777, 8012 and 9777; 16 U.S.C., sections 460d and 661 et seq; 30 U.S.C., section 185; 33 U.S.C., sections 558b and 558b-1; 40 U.S.C., sections 319 and 471 et seq.

Purpose(s):

To process outgrants; to record inspections of outgrants and determine grantees' compliance with terms and conditions of the grant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets; magnetic tape/disc.

Retrievability:

By outgrant number; by grantee's name.

Safeguards:

Records are maintained in areas accessible only to authorized persons having official need therefor, housed in buildings protected by security guards or locked when not in use. Information in automated media is further protected by physical security devices; access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data.

Retention and disposal:

Records are destroyed 3 years after termination of outgrant instrument.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained by writing to the System manager, ATTN: Director of Real Estate; individual must provide full name, present address and telephone number, specifics concerning the outgrant, and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system of records may write to the Chief of Engineers, Department of the Army, ATTN: Director of Real Estate, Washington, DC 20314, furnishing information as stated in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A1506.03aDAEN

System name:

Relocation Assistance Files.

System location:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 22314; Engineer Division and District Offices.

Categories of individuals covered by the system:

Individuals who apply for relocation assistance pursuant to Title II of Pub. L. 91-646.

Categories of records in the system:

Individual's application for relocation assistance; relevant correspondence; documents relating to the movement of displaced persons because of acquisition of real estate for Army Military, Civil works, or other Federal agency use.

Authority for maintenance of the system:

Pub. L. 91-646.

Purpose(s):

To process applications for relocation assistance benefits and to consider appeals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape, cards, discs.

Retrievability:

By applicant's surname.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having need therefor, within buildings protected by security guards.

Retention and disposal:

Records are destroyed 10 years after final action or determination on appeals, as applicable at offices performing Army-wide responsibility. Other offices destroy records 10 years after payment in full satisfaction of claim or final payment, as applicable. Records are destroyed by shredding.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: DAEN-REH-O; individual must furnish full name, address and telephone number, state of residence at the time application was filed, other pertinent information that will assist in locating the records, and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should submit a request as indicated under 'Notification procedure', providing the information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, Army records and reports.

Exemptions claimed for the system:

None.

A1506.03bDAEN

System name:

Homeowners Assistance Case Files.

System location:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314. Segments of this system exist at Engineer Division and District Offices.

Categories of individuals covered by the system:

Civilian employees and military personnel who apply for homeowners assistance benefits.

Categories of records in the system:

Documents relating to the application of persons sustaining losses in real estate because of closure or reduction of military bases; e.g., employment verification; income and expense figures; information concerning offer to sell real property or similar written offer; negotiator's report; title evidence and opinions; surveys, leases; Certificate of Inspection and Possession; Payment and Closing Sheet and Receipt for US Treasurer's check; market impact data; insurance and tax data; Disclaimer by Person of Possession; DOD Form 1607 (Application for Homeowner Assistance); FHA Form 1174 (Transmittal of Recorded Deed and Title Assembly-Military Acquisition); appraisal reports, docket sheets, questionnaires, copies of deeds and mortgages, mortgage settlement data; evidence of proof of ownership and occupancy of residence, applicant appeals and final decisions thereon; comparable forms and related correspondence.

Authority for maintenance of the system:

Section 1013 of the Demonstration Cities and Metropolitan Development Act of 1966, Pub. L. 89-754 (80 Stat. 1255, 1290), as amended.

Purpose(s):

To process applications for homeowners assistance benefits and to consider appeals; to review market studies and appraisals; to review final title assemblies of deeds of conveyance to the Government for properties acquired under the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Housing and Urban Development/FHA: In assuming custody of acquired homes, to manage and dispose of such properties on behalf of the Secretary of Defense.

FHA/Veterans Administration: In accepting subsequent purchaser in private sales when property is encumbered by a mortgage loan guaranteed or insured by them.

Department of Justice: In reviewing final title and deeds of conveyance to the Government for properties acquired under the program, pursuant to their responsibilities under Pub. L. 91-393.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/disks; cards.

Retrievability:

By applicant's surname.

Safeguards:

All information is protected by physical security devices which include guards to the buildings and limited access only to authorized personnel having official need therefor. Access to or update of information in automated media is by a system of passwords, thereby preserving integrity of the data.

Retention and disposal:

Files are destroyed 10 years after final action or decision on appeals, as applicable.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DAEN-REH-O at the above address. Individuals must provide their full name, current address and telephone number, name and location of the installation closed or announced for closure, and signature.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, providing information listed under 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

A1511.02DAEN

System name:

Army Housing Operations Management System.

System location:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314; Housing Managers at Army installations world-wide.

Categories of individuals covered by the system:

Military personnel, their dependents; Department of Defense or other key civilian personnel.

Categories of records in the system:

Applications for on/off post housing containing name, service/SSN, rank/grade and date, service data, organization of assignment, home address and telephone number; locator data; appropriate travel orders; records reflecting housing availability/ assignment/termination; housing financial records; referral services; property inventories, hand receipts, and issue slips; cost control, job orders; survey data; reports of liaison with real estate boards, realtors, brokers and other Government agencies; other management reports regarding the Army housing system, complaints and investigations; and similar relevant documents.

Authority for maintenance of the system:

10 U.S.C., sections 133 and 2674; DOD Instructions 1100.16, 4165.27, 4165.34, 4165.43, 4165.44, 4165.47 and 4165.51 and E.O. 9397.

Purpose(s):

To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to determine housing adequacy/suitability; to document cost data for alterations/repair of units; to establish rental rates; to provide guidance and referral service; to reflect liaison with real estate boards, brokers, and other Government agencies; to render reports; to investigate complaints and related matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records; cards; computer tapes, discs, and printouts.

Retrievability:

By individual's surname, facility name or number.

Safeguards:

Records are maintained in areas accessible only to authorized persons having official need therefor, housed in buildings protected by security guards or locked when not in use. Information in automated media is further protected by physical security devices; access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data.

Retention and disposal:

Installation troop housing files are destroyed after 3 years; installation housing project tenancy files are destroyed 3 years after termination of quarters occupancy; family housing cost controls are destroyed 11 years after last entry; family housing leasing files are destroyed 3 years after lease terminates, is cancelled, lapses, or after any litigation is concluded; family housing rental rates are destroyed after 10 years; housing referral services are destroyed after 5 years; off-post rental housing reports are destroyed after 2 years; off-post housing complaints and investigations are destroyed 5 years after completion at office having Army-wide responsibility, and at other offices complaint and investigation records are destroyed 2 years after completion.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from the Director of Industrial Operations, Office of the Chief of Engineers or his counterpart in District/Division Engineer Offices providing housing service.

Record access procedures:

An individual's request may be addressed to the Director of Industrial Operations at the appropriate installation, and contain his/her name and address and last assignment location.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual, his/her personnel records, tenants/landlords and realty activities, financial institutions, and previous employers/commanders.

Exemptions claimed for the system:

None.

A1522.10DAEN

System name:

Reservoir Permit Files.

System location:

Army Corps of Engineers Project Offices; addresses may be obtained from the System Manager.

Categories of individuals covered by the system:

Applicants for permits, permittees, and persons having done unauthorized work at Corps of Engineers water resource development projects.

Categories of records in the system:

Applications for permits, permits and letters of comment from the general public.

Authority for maintenance of the system:

16 U.S.C., section 460d; 31 U.S.C., section 483a; 42 U.S.C., sections 4321, 4331-4335, 4341-4347; 33 U.S.C., section 1251 et seq; Executive Order 11752.

Purpose(s):

Serves as a basis for lakeshore management and public use activity control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket' Routine Uses' set forth at the beginning of the Army's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

By applicant name and permit number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel having official need therefor.

Retention and disposal:

Reservoir permits are destroyed 1 year following expiration of permit.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Individuals wishing to know whether or not this system of records contains information concerning them may inquire of the System Manager, ATTN: Chief, Construction/Operations Division, Civil Works Directorate. Individual should furnish his/her full name, present address and telephone number, and specifics that will assist in locating the records.

Record access procedures:

Individuals desiring access to records about themselves should write as indicated in 'Notification Procedure', providing information required herein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the individual; Army records and reports.

Exemptions claimed for the system:

None.

A1522.15DAEN

System name:

General Permit Files.

System location:

Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314; segments exist at Engineer Division and District Offices.

Categories of individuals covered by the system:

Individuals applying for permits, permittees, and persons having done unauthorized work in navigable waters.

Categories of records in the system:

Applications for permits, written comments from the general public, state, local and Federal agencies, similar relevant documents.

Authority for maintenance of the system:

Sections 9, 10 and 14, River and Harbor Act of March 3, 1899; Section 404, Federal Water Pollution Control Act Amendments of 1972; Section 103, Marine Protection, Research and Sanctuaries Act of 1972.

Purpose(s):

Serves as the basis for decision by the Chief of Engineers or his designated representative to enforce the regulatory program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be disclosed to: Department of Justice for possible criminal prosecution; Appropriate Federal agencies to solicit views regarding one's application, as required by Federal laws such as the National Environmental Quality Act of 1969 and the Fish and Wildlife Coordination Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/discs and printouts; microfilm.

Retrievability:

By individual's name.

Safeguards:

Access is restricted to designated persons having official need for the information in the performance of official duties. Records are maintained in buildings protected by security guards.

Retention and disposal:

Fill and bank protection files are permanent. Dock permit files are destroyed 2 years after removal of the structure. Dredging and dumping permit files are destroyed 2 years after revocation or expiration. General permit files are permanent in field offices and destroyed after 3 years in Office, Chief of Engineers headquarters. Rejected permit applications are destroyed 1 year after disapproval. Non-action construction permit files are destroyed 2 years after expiration of permit.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained by writing to the System Manager, ATTN: DAEN-CWO-N; individual must furnish full name, his/her current address and telephone number, and specifics that will assist in locating the records.

Record access procedures:

Individuals wishing to access records pertaining to themselves in this system of records should address an inquiry as stated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records on contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From the applicant, local and state government, the general public, Department of the Interior, Environmental Protection Agency, National Oceanic and Atmospheric Administration, Department of Justice.

Exemptions claimed for the system:

None.

A1524.11DAEN

System name:

Violation Warning Files.

System location:

Corps of Engineers offices world-wide; addresses may be obtained from the System manager.

Categories of individuals covered by the system:

Individuals who violate the provisions of Chapter III, Parts 313 or 327, of Title 36, CFR which govern public use of water resource development projects administered by the Corps of Engineers.

Categories of records in the system:

DD 1805 (Violation Notice), or Engineer Form 4381, (Warning Citation); relevant correspondence between the Corps of Engineers and the individual.

Authority for maintenance of the system:

Section 234 of the Flood Control Act of 1970 (Pub. L. 91-611; 84 Stat. 1818).

Purpose(s):

To determine and take appropriate action with regard to violations of water resource development projects.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at 48 FR 25503, June 6, 1983.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's surname.

Safeguards:

Records are accessible only to designated individuals having official need therefor, located in buildings protected by security guards.

Retention and disposal:

Records are destroyed by shredding 1 year after case is closed.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from the System Manager, ATTN: DAEN-PM; individual must furnish his/her full name, current address and telephone number, name of project that originated the violation/warning notice, and serial number thereon.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should write to the System Manager, as indicated in 'Notification procedure', providing information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting contents, and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 5005).

Record source categories:

Army records and reports.

Exemptions claimed for the system:

None.

DIRECTORY OF UNITED STATES ARMY, ARMY AND AIR FORCE EXCHANGE SERVICE AND FEDERAL ACQUISITION INSTITUTE ADDRESSES

This directory is published to enable users of record system notices to identify the location of such systems of records in order to request access to and amendment of records.

The Department of the Army also processes the record system notices of the Army and Air Force Exchange Service (AAFES) and the Federal Acquisition Institute (FAI) for publication in the FEDERAL REGISTER; therefore, the addresses of these organizations are included in this directory.

HEADQUARTERS, DEPARTMENT OF THE ARMY

The following elements of the Army constitute the Headquarters, Department of the Army and are located in Washington, DC area:

Office of the Secretary of the Army

Office of the Assistant Chief of Staff for Automation and Communications

Office of The Adjutant General

Office of the Chief, Army Reserve

Office of the Comptroller of the Army

Office of the Chief of Chaplains

Office of the Chief of Engineers

Office of the Chief of Staff

Office of The Inspector General

Office of The Judge Advocate General

Office of the Deputy Chief of Staff for Logistics

Office of the Deputy Chief of Staff for Research, Development and Acquisition

Office of the Assistant Chief of Staff for Intelligence

Office of the Chief, Military History

Office of the Deputy Chief of Staff for Operations and Plans

Office of the Chief, National Guard Bureau

Office of the Deputy Chief of Staff for Personnel

Office of The Surgeon General

Office of the Chief of Public Affairs

Army Board for Correction of Military Records

MAJOR COMMANDS

Commander US Army Materiel Development and Readiness Command, 5001 Eisenhower Ave Alexandria, VA 22332

Commander US Army Military District of Washington Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Criminal Investigation Command Nassif Bldg 5611 Columbia Pike Falls Church, VA 22041

Commander US Army Communications Command Ft Huachuca, AZ 85613

Commander US Army Health Services Command Ft Sam Houston, TX 78234

Commander US Army Forces Command Ft McPherson, GA 30330

Commander US Army Recruiting Command Ft Sheridan, IL 60037

Commander Military Traffic Management Command Washington, DC 20315

Commander US Army Training and Doctrine Command Ft Monroe, VA 23651

Commander US Army Intelligence and Security Command Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commander US Army Western Command Ft Shafter, HI 96823

Commander US Army Japan APO San Francisco 96343

Commander Eighth US Army APO San Francisco 96301

Commander in Chief US Army Europe and Seventh Army APO New York 09403

ARMY FIELD OPERATING AGENCIES, SUBORDINATE COMMANDS,

AND MAJOR INSTALLATIONS

ALABAMA

Commander US Army School/Training Center and Ft McClellan Ft McClellan, AL 3620

Commander US Army Aviation Center, School and Ft Rucker Ft Rucker, AL 36362 Commander US Army Aeromedical Center Ft Rucker, AL 36362

Commander US Army Safety Center Ft Rucker, AL 36362

Commander US Army Missile and Munitions Center and School Redstone Arsenal, AL 35809

Commander US Army Missile Research and Development Command Redstone Arsenal, AL 35809

District Engineer US Army Engineer District, Mobile PO Box 2288 Mobile, AL 36628

Division Engineer US Army Engineer Division, Huntsville PO Box 1600, West Station Huntsville, AL 35807

ALASKA

Commander 172d Infantry Brigade Ft Richardson, AK 99505

Commander US Army Cold Region Test Center Ft Greely APO Seattle 98733

District Engineer US Army Engineer District, Alaska Anchorage, AK 99510

ARIZONA

Commander Ft Huachuca, AZ 85613

Commander US Army Intelligence Center and School Ft Huachuca, AZ 85613

Commander US Army Yuma Proving Ground Yuma, AZ 85364

ARKANSAS

Commander Ft Chaffee Ft Smith, AR 72902

Commander US Army Pine Bluff Arsenal Pine Bluff, AR 71601

District Engineer US Army Engineer District, Little o PO Box 867 Little Rock, AR 72203

CALIFORNIA

Commander 7th Infantry Division and Ft Ord Ft Ord, CA 93941

Commander Military Traffic Management Command, Western Area Oakland Army Base Oakland, CA 94626

Commander US Army Communications Command, Western Area Oakland Army Base Oakland, CA 94626

Commander Letterman Army Medical Center Presidio of San Francisco, CA 94129

Commander Sixth US Army Presidio of San Francisco, CA 94129

District Engineer US Army Engineer District, Los Angeles PO Box 2711 Los Angeles, CA 90053

District Engineer US Army Engineer District, Sacramento 650 Capital Mall Sacramento, CA 95814

District Engineer US Army Engineer District, San Francisco 211 Main Street San Francisco, CA 94105

Division Engineer US Army Engineer Division, South Pacific Room 1216 630 Sensome St San Francisco, CA 94111

COLORADO

Commander Fitzsimmons Army Medical Center Denver, CO 80240

Commander Rocky Mountain Arsenal Denver, CO 80240

Commander 4th Infantry Division and Ft Carson Ft Carson, CO 80913

DISTRICT OF COLUMBIA

Commander The Adjutant General Center Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Administrator US Army Civilian Appellate Review Agency Rm 8H-088, Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Commander Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Command and Control Support Agency The Pentagon Washington, DC 20310

Commander US Army Management Systems Support Agency The Pentagon Washington, DC 20310

Commander Walter Reed Army Medical Center 6925 16th St, NW Washington, DC 20012

Commander US Army Physical Disability Agency 6925 16th St, NW Washington, DC 20012

FLORIDA

District Engineer US Army Engineer District, Jacksonville PO Box 4970 Jacksonville, FL 32201

GEORGIA

Commander US Army Infantry Center, School, and Ft Benning Ft Benning, GA 31905

Commander Commander US Army Signal Center and Ft Gordon Ft Gordon, GA 30905

Commander Dwight David Eisenhower Army Medical Center Ft Gordon, GA 30905

Commander Ft McPherson, GA 30330

Commander 24th Infantry Division and Ft Stewart Hinesville, GA 31313

District Engineer US Army Engineer District, Savannah PO Box 889 Savannah, GA 31402

Division Engineer US Army Engineer Division, South Atlantic 510 Title Bldg 30 Pryor St, SW Atlanta, GA 30303

HAWAII

Commander Ft Shafter, HI 96823

Commander Tripler Army Medical Center Honolulu, HI 96823

Division Engineer US Army Engineer Division, Pacific Ocean Bldg 230 Ft Shafter, HI 96823

ILLINOIS

Commander Ft Sheridan, IL 60037

Commander US Army Military Enlistment Processing Command Ft Sheridan, IL 60037

Commander US Army Armament Materiel Readiness Command Rock Island Arsenal Rock Island, IL 61201

District Engineer US Army Engineer District, Chicago 219 S Dearborn St Chicago, IL 60604

District Engineer US Army Engineer District, Rock Island Clock Tower Bldg Rock Island, IL 61201

INDIANA

Commander US Army Administration Center and Ft Benjamin Harrison Ft Benjamin Harrison, IN 46216

Commander US Army Finance and Accounting Center Ft Benjamin Harrison, IN 46216

Commander US Army Institute of Administration Ft Benjamin Harrison, IN 46216

KANSAS

Commandant US Army Command and General Staff College Ft Leavenworth, KS 66027

Commander US Army Disciplinary Barracks Ft Leavenworth, KS 66027

Commander 1st Infantry Division and Ft Riley Ft Riley, KS 66442

KENTUCKY

Commander 101st Airborne Division and Ft Campbell Ft Campbell, KY 42223

Commander US Army Armor Center and School Ft Knox, KY 40121

Commander Lexingroy-Blue Grass Army Depot Lexington, KY 40507

District Engineer US Army Engineer District, Louisville PO Box 59 Louisville, KY 40201

LOUISIANA

Commander 5th Infantry Division and Ft Polk Ft Polk, LA 71459

District Engineer US Army Engineer District, New Orleans PO Box 60267 New Orleans, LA 70160

MARYLAND

Commander Edgewood Arsenal Aberdeen Proving Ground, MD 21005

Commander US Army Aberdeen Proving Ground Aberdeen Proving Ground, MD 21005

Commander US Army Environmental Hygiene Agency Aberdeen Proving Ground, MD 21005

Commander US Army Ordnance School and Center Aberdeen Proving Ground, MD 21005

Commander US Army Test and Evaluation Command Aberdeen Proving Ground, MD 21005

Commander Harry Diamond Laboratories 2800 Powder Mill Road Adelphi, MD 20783 Commander Ft Detrick Frederick, MD 21701

Commander US Army Medical Research and Development Command Ft Detrick Frederick, MD 21701

Commander Ft George G. Meade, MD 20755

Commander US Army Intelligence and Security Agency Ft George G. Meade, MD 20755

Commander Ft Ritchie, MD 21719

District Engineer US Army Engineer District, Baltimore PO Box 1715 Baltimore, MD 21203

MASSACHUSETTS

Commander Ft Devens, MA 01433

Commander US Army Security Agency Training Center and School Ft Devens, MA 01433

Commander US Army Natick Research and Development Command Natick, MA 10760

Division Engineer US Army Engineer Division, New England 424 Trapelo Road Waltham, MA 02154

MICHIGAN

Commander US Army Tank-Automotive Materiel Readiness Command Detroit Arsenal Warren, MI 48089

District Engineer US Army Engineer District, Detroit PO Box 1027 Detroit, MI 48231

MINNESOTA

District Engineer US Army Engineer District, St Paul 1135 US Post Office and Custom House St Paul, MN 55101

MISSISSIPPI

District Engineer US Army Engineer District, Vicksburg PO Box 60 Vicksburg, MS 39180

Division Engineer US Army Engineer Division, Lower Mississippi Valley PO Box 80 Vicksburg, MS 39180

MISSOURI

Commander US Army Engineer Training Center and Ft Leonard Wood Ft Leonard Wood, MO 65473

Commander Automated Logistics Management Systems Activity PO Box 1578 St Louis, MO 63188

Commander US Army Reserve Components Personnel and Administration Center 9700 Page Blvd St Louis, MO 63132

District Engineer US Army Engineer District, Kansas City 700 Federal Bldg Kansas City, MO 64106

District Engineer US Army Engineer District, St Louis 210 N 12th St St Louis, MO 63101

NEBRASKA 23NEBRASKA

District Engineer US Army Engineer District, Omaha 6014 US Post Office and Courthouse 215 N 17th St Omaha, NE 68102

Division Engineer US Army Engineer District, Missouri River PO Box 103, Downtown Station Omaha, NE 68101

NEW JERSEY

Commander Military Traffic Management Command, Eastern Area Bayonne, NJ 07002

Commander Pictinny Arsenal Dover, NJ 07801

Commande US Army Training Center and Ft Dix Ft Dix, NJ 08640

Commander US Army Communications Research and Development Command Ft Monmouth, NJ 07703

Commandant US Military Academy Preparatory School Ft Monmouth, NJ 07703

NEW MEXICO

Commander White Sands Missile Range, NM 88002

District Engineer US Army Engineer District, Albuquerque PO Box 1580 Albuquerque, NM 87103

NEW YORK

Commandant US Army Chaplain School Ft Wadsworth Rosebank, Staten Island, NY 10305

Superintendent US Military Academy West Point, NY 10996

District Engineer US Army Engineer District, Buffalo 1776 Niagara St Buffalo, NY 14207

District Engineer US Army Engineer District, New York 26 Federal Plaza New York, NY 10007

Division Engineer US Army Engineer Division, North Atlantic 90 Church St New York, NY 10007

NORTH CAROLINA

Commander XVIII Airborne and Ft Bragg Ft Bragg, NC 28308

Commander US Army Institute for Military Assistance Ft Bragg, NC 28308

District Engineer US Army Engineer District, Wilmington PO Box 1890 Wilmington, NC 28401

OHIO

Division Engineer US Army Engineer Division, Ohio River PO Box 1159 Cincinnati, OH 45201

OKLAHOMA

Commander US Army Field Artillery Center, School, and Ft Sill Ft Sill, OK 73503

District Engineer US Army Engineer District, Tulsa PO Box 61 Tulsa, OK 74102

OREGON

District Engineer US Army Engineer District, Portland PO Box 2946 Portland, OR 97208

Division Engineer US Army Engineer Division, North Pacific PO Box 2870 Portland, OR 97208

PENNSYLVANIA

Commandant US Army War College Carlisle Barracks, PA 17013

Commander Letterkenny Army Depot Chambersburg, PA 17201

Commander US Army International Logistics Command New Cumberland Army Depot New Cumberland, PA 17070

Commander US Army Support Activity, Philadelphia Philadelphia, PA 17101

Commander Tobyhanna Army Depot Tobyhanna, PA 18466

District Engineer US Army Engineer District, Philadelphia US Custom House 2d and Chestnut Sts Philadelphia, PA 19106

District Engineer US Army Engineer District, Pittsburgh Federal Bldg 1000 Liberty Ave Pittsburgh, PA 15222

SOUTH CAROLINA

Commander US Army Infantry Training Center and Ft Jackson Ft Jackson, SC 29209

District Engineer US Army Engineer District, Charleston PO Box 919 Charleston, SC 29402

TENNESSEE

District Engineer US Army Engineer District, Memphis 668 Clifford Davis Bldg Memphis, TN 38103

District Engineer US Army Engineer District, Nashville PO Box 1070 Nashville, TN 37202

TEXAS

Commander William Beaumont Army Medical Center El Paso, TX 79920

Commandant Health Services Academy, US Army Ft Sam Houston, TX 78234

Commander Brooke Army Medical Center Ft Sam Houston, TX 78234

Commander Fifth US Army Ft Sam Houston, TX 78234

Commander US Army Air Defense Center, School, and Ft Bliss Ft Bliss, TX 79916

Commander III Corps and Ft Hood Ft Hood, TX 76544

Chief US Army Health Information Systems and Boistatistical Agency Ft Sam Houston, TX 78234

Commander Red River Army Depot Texarkana, TX 75501

District Engineer US Army Engineer District, Fort Worth PO Box 17300 Ft Worth, TX 76102

District Engineer US Army Engineer District, Galveston PO Box 1229 Galveston, TX 77553

Division Engineer US Army Engineer Division, Southwestern Main Tower Bldg 1200 Main St Dallas, TX 75202

UTAH

Commander US Army Dugway Proving Ground Dugway, UT 84022

Commander Tooele Army Depot Tooele, UT 84074

VIRGINIA

Commander Cameron Station Alexandria, VA 22314

Chief US Army Civilian Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332

Commander US Army Military Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332

Commander US Army Research Institute for the Behavioral and Social Sciences 5001 Eisenhower Ave Alexandria, VA 22333

Commander Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commandant The Judge Advocate General's School, US Army Charlottesville, VA 22901

Commander US Army Audit Agency Nassif Bldg Falls Church, VA 22041

Commander US Army Computer Systems Support and Evaluation Agency Falls Church, VA 22041

Commander US Army Operational Test and Evaluation Agency 5600 Columbia Pike Falls Church, VA 22041

Commander US Army Engineer Center and Ft Belvoir Ft Belvoir, VA 22060

Commander US Army Computer Systems Command Ft Belvoir, VA 22060

Commander US Army Transportation Center, School and Ft Eustis Ft Eustis, VA 23604

Commander US Army Logistics Management Center Ft Lee, VA 23801

Commander US Army Quartermaster Center, School and Ft Lee Ft Lee, VA 23801

District Engineer US Army Engineer District, Norfolk 803 Front St Norfolk, VA 23510

Division Engineer US Army Engineer Division, Middle East (Rear) PO Box 2250 Winchester, VA 22601

WASHINGTON

Commander 9th Infantry Division and Ft Lewis Ft Lewis, WA 98433

Commander A my Medical Center 1 Center Tacoma, WA 98431

District Engineer US Army Engineer District, Seattle PO Box C-3755 Seattle, WA 98124

District Engineer US Army Engineer District, Walla Walla Bldg 602 City-County Airport Walla Walla, WA 99362

WEST VIRGINIA

District Engineer US Army Engineer District, Huntington PO Box 2127 Huntington, WV 25721

WISCONSIN

Commander Ft McCoy Sparta, WI 54656

OVERSEAS

Commander in Chief US Southern Command US Army Element APO Miami 34003

Commander V Corps APO New York 09097

Commander VII Corps APO New York 09107

Commander 32d Army and Air Force Defense Command APO New York 09227

Commander US Army Berlin Brigade APO New York 09742

Commander US Army Medical Command, Europe APO New York 90403

Commander US Army Southern European Task Force APO New York 09168

Commander in Chief US European Command US Army Element APO New York 09128

Commander US Army Element SHAPE APO New York 09055

Division Engineer US Army Engineer Division, Europe APO New York 09757

Division Engineer US Army Engineer Division, Mediterranean APO New York 09019

Division Engineer US Army Engineer Division, Middle East APO New York 09038

Commander 4th US Army Missile Command APO San Francisco 96558

Commander I Corps APO San Francisco 96358

e r US Army Engineer District, Far East APO San Francisco 96301

District Engineer US Army Engineer District, Japan APO San Francisco 96343

ARMY AND AIR FORCE EXCHANGE SERVICE (AAFES) HEADQUARTERS

Army and Air Force Exchange Service 3911 Walton Walker Blvd Dallas, TX 75222

CONTINENTAL UNITED STATES EXCHANGE REGIONS/AREA EXCHANGES/EXCHANGES

Alamo Exchange Region Army and Air Force Exchange Service Bldg 370 Ft Sam Houston, TX 78234

Southwest Area Exchange

Ft Bliss, TX 79006

South Texas Area Exchange
Lackland AFB, TX 78236

Central Texas Area Exchange
Ft Hood, TX 76544

Red River Area Exchange
Barksdale AFB, LA 71110

Capitol Exchange Region Army and Air Force Exchange Service Bldg 6 Cameron Station Alexandria, VA 22314

Mid-Atlantic Area Exchange
Ft Dix, NJ 08640

New England Area Exchange
Ft Devens, MA 01433

Tidewater Area Exchange
Langley AFB, VA 23665

Washington Area Exchange
Cameron Station
Alexandria, VA 22314

Azores Area Exchange
APO New York 09406

Golden Gate Exchange Region Army and Air Force Exchange Service Box 3553 San Francisco, CA 94119

Alaska Area Exchange
Pouch 6-550
Anchorage, AK 99502

Arizona Area Exchange
Davis-Monthan AFB, AZ 85707

Northern California Area Exchange
Mather AFB, CA 95655

Northwest Area Exchange
Ft Lewis, WA 98433

Southern California Area Exchange
Norton AFB, CA 92409

Central California Area Exchange
Ft Ord, CA 93941

Ohio Valley Exchange Region Army and Air Force Exchange Service Bldg 2501, Gate 1 Indiana Army Ammunition Plant Charlestown, IN 47111

Central Area Exchange
Ft Leonard Wood, MO 65473

Great Lakes Area Exchange
K. I. Sawyer AFB, MI 49843

Midwest Area Exchange
Wright-Patterson AFB, OH 45433

North Central Area Exchange
Offutt AFB, NE 68113

Rocky Mountain Area Exchange
Ft Carson, CO 80913

Southeast Exchange Region Army and Air Force Exchange Service 1280 Kershaw St Montgomery, AL 36108

West Georgia Area Exchange
Ft Benning, GA 31905

Blue Ridge Area Exchange
Ft Bragg, NC 28307

Piedmont Area Exchangent Area Exchange
Ft Jackson, SC 29207

Florida Area Exchange
MacDill AFB, FL 33608

Panama Area Exchange
APO Miami 34009

Puerto Rico Exchange
Ft Buchanan, PR 00934

Gulf Coast Area Exchange
Eglin AFB, FL 32542

OVERSEAS AAFES

Headquarters Army and Air Force Exchange Service-Europe APO New York 09245

Frankfurt Area Exchange, Germany
APO New York 09757

Greece Area Exchange
APO New York 90253

Italy Area Exchange
APO New York 09168

Spain Area Exchange
APO New York 09283

United Kingdom Area Exchange
APO New York 09129

Turkey Area Exchange
APO New York 09224

Headquarters Army and Air Force Exchange Service-Pacific
919 Ala Moana
Honolulu, HI 96814

Guam Area Exchange
APO San Francisco 96351

Hawaii Area Exchange
919 Ala Moana
Honolulu, HI 96814

Japan Area Exchange
APO San Francisco 96323

Korea Area Exchange
APO San Francisco 96301

Okinawa Area Exchange
APO San Francisco 96344

Philippines Area Exchange
APO San Francisco 96431

FEDERAL ACQUISITION INSTITUTE

Federal Acquisition Institute
5001 Eisenhower Ave
Alexandria, VA 22333

DEFENSE MAPPING AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Defense Mapping Agency records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems or records are grouped in the same way. For example, a system of records on personnel security clearances may be found in Personnel Security Files - B0504-01 and one about military personnel assignments may be found in Military Services Administrative Record Files - B0614-02. These numbers are part of the system identification (ID) which precedes the notices in the Federal Register. They look like this: B0504-01 HQ,HT,A; B0614-02 HQ,A. The letter B means Defense Mapping Agency. The first four digits (0504 and 0614) show that the records pertain to Personnel Security and Military Personnel respectively; and the last two are a further breakdown of the series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Defense Mapping Agency are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example 0504 for Personnel Security) to locate the systems of records grouping in which you are interested.

SUBJECT SERIES	SYSTEM IDENTIFICATION SERIES
Inspection	0210
Historical	0228
Finance and Accounting	0302
Civilian Personnel Pay and Accounting	0303
General Legal	0401
Claims Investigating and Processing Documents	0402
Informational Services	0408
Information Security	0502
Guard Protective Services	0503
Personnel Security	0504
Military Personnel Files	0614
Safety Management Program	0615
Medical and Health Program	0901
Individual Procurement Transactions	1202
General Supply Accounting	1205
Self Service Supply	1206
Maintenance	1208
Personnel Travel and Transportation	1211

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for wh cr military member is or was subjects or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

B0210-06 HQHTASID

System name:

210-06 Inspector General Investigative Files.

System location:

Office of the Inspector General - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), DMA Of(D). - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

Categories of records in the system:

Investigative Files consist of written inquiries or investigative reports pertaining to complaints, possible violations or improper procedures pertaining to DMA personnel, procedures, policies or programs.

44 U.S.C. 3101, Records Management by Federal Agencies.

Purpose(s):

To analyze and evaluate the effectiveness and efficiency of DMA policies, programs, and procedures; to use complaints, inquiries or investigations to initiate proper corrective action if the allegation is proven to be true in fact; to be used as basis for corrective actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

Storage:

Paper records are stored in file folders and secured in safe-file cabinets.

Retrievability:

Alphabetically by last name or subject matter DOD Hotline No.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Files accumulated in the Office of the Inspector General as permanent.

System manager(s) and address:

Inspector General, Headquarters, Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D.C. 20305

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the indivdual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Inspector General Investigative reports are the written results of IG inquiries or investigation of written or oral allegations from complaints.

Exemptions claimed for the system:

None.

B0210-07 HQHTASID

System name:

210-07 Inspector General Complaint Files.

System location:

Office of the Inspector Generals - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), DMA Office of Distribution Services(D). - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

Categories of records in the system:

File contains letters or memorandums received by the Defense Mapping Agency wherein someone has complained about DMA personnel, programs, policies and/or procedures.

Authority for maintenance of the system:

44 U.S.C. 3101, 3102 - Records Management by Federal Agencies.

Purpose(s):

As a basis to conduct an inquiry or investigation of the complaint; to initiate proper corrective action if justified.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

Storage:

Paper records are stored in file folders and secured in safe-file cabinets.

Retrievability:

Alphabetically by last name of individual or by subject.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record. Destroy one year after completion and close of case.

System manager(s) and address:

Inspector General, Headquarters Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D. C. 20305-3000.

Notification procedure:

Information may be obtained from System Manager.

Record access procedures:

Request from individual should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, etc., and some verbal information.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Source of Inspector General Complaint files are letters or memorandums received by HQ DMA from military or civilian.

Exemptions claimed for the system:

None.

B0228-04 HT

System name:

AR 228-04 Historical Photographic Files

System location:

Public Affairs office - DMA Hydrographic/Topographic Center (HT)- See DMA Directory for complete address.

Decentralized Segments - Records Holding Area, Records Management Division of DMAHTC

Categories of individuals covered by the system:

Commanding Officers; civilian employees (staff organization) VIP visitors; awards, suggestions, sports, retirement ceremonies.

Categories of records in the system:

Photographs and negatives of awards, suggestions, sports, retirement ceremonies.

Authority for maintenance of the system:

5 U.S.C. 301 - Departmental Regulations.

Purpose(s):

To furnish copies of photographs to organizations that requested photographs to be taken to obtain the background information regarding events, ceremonies, awards, sports, retirements at DMA for input to newspapers and magazine articles to recognize accomplishments and publications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To News Media for Public Relations and Community Affairs Matters and to organizers of testimonials, banquets and parties for the purpose of obtaining background information regarding events, ceremonies, awards, sports, and retirements at DMA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Prints and negatives filed in cabinets.

Retrievability:

Filed by name and/or event.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Records are Permanent. Records will be retired to Washington National Records Center on discontinuance of the installation.

System manager(s) and address:

Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington D.C. 20305-3000.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Photographs taken at awards ceremonies; sporting events; retirement parties.

Exemptions claimed for the system:

None.

B0228-10 HT

System name:

AR 228-10 Installation Historical Files.

System location:

Public Affairs Office - DMA Hydrographic/Topographic Center (HT)

Decentralized Segments - Records Management Division - Records Holding Area of DMAHTC

Categories of individuals covered by the system:

Individuals who have given speeches or written an article for a magazine or newspaper.

Categories of records in the system:

Copies of speeches and articles for magazine or newspapers.

Authority for maintenance of the system:

5 U.S.C. 301 - Departmental Regulations.

Purpose(s):

To furnish background information on the history of installations to obtain up-to date information on all speeches, articles for magazines and newspapers published or given by an individual of DMA; to recognize accomplishments and publications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To News for Public Relations and Community Affairs Matters and to organizers of testimonials and banquets for the purpose of obtaining background information on the history of installations, up-to-date information on all speeches, articles for magazines and newspapers published or given by an individual of DMA, and recognizing accomplishments and publications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files retrieved alphabetically by name of individual.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

This is a permanent record. Retired from Records Holding Area.

System manager(s) and address:

Defense Mapping Agency, ATTN: Public Affairs Officer Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Employee copies of speeches; newspapers; magazines, photographs and related publications.

Exemptions claimed for the system:

None.

B0302-13 HTA

System name:

302-13 Record of Accounts Receivable.

System location:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Office of the Comptroller, Finance and Accounting Division. See DMA Directory for complete address listing.

Categories of individuals covered by the system: List of Contract Sales Agents, domestic and foreign, DMA Contractors and current and former DMA civilian employees with outstanding balances due DMA.

Categories of records in the system:

Alphabetical file containing name of individual or company, address and special identifying code.

Authority for maintenance of the system: The Budget and Accounting Procedure Act of 1950, Pub. L. 81-784.

Purpose(s): To post credits and collection of accounts receivable balances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). Information may be provided to other Federal agencies for the purpose of collecting debts owed by individuals employed or believed to be employed by those agencies and owing DMA monies.

See also the 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy manifests and/or computer printouts.

Retrievability:

Filed alphabetically by name of account.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Records are maintained after case settlement for three years in working area and then in storage area for an additional two years prior to destruction.

System manager(s) and address:

Defense Mapping Agency, ATTN: Finance and Accounting Division, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Written request for information should be addressed to system manager and contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Hard copy accounts receivable manifests prepared from finance and contractual documents.

Exemptions claimed for the system:

None.

B0302-21 HTA

System name:

302-21 Record of Travel Payments.

System location:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A). Office of the Comptroller, Pay and Travel Branch. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any employee of Defense Mapping Agency reimbursed for travel.

Categories of records in the system:

Card file containing information used to reflect travel allowance payments made to individuals.

Authority for maintenance of the system:

5 U. S. C. 5707; Travel and Subsistence Expenses-Regulations.

Purpose(s):

To reflect travel allowance payments made to employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Records are temporary. Cutoff on separation of employee, Inactive six years, three months, then destroyed.

System manager(s) and address:

Defense Mapping Agency, ATTN: Finance and Accounting Division, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and the travel number of visit, place visited and date on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Travel orders and vouchers.

Exemptions claimed for the system:

None.

B0303-01 A

System name:

303-01 Individual Pay Record Files.

System location:

DMA Aerospace Center(A). See DMA Directory for complete address.

Categories of individuals covered by the system:

Civilian pay record file contains magnetic tape. Created and updated by the use of time and attendance cards, address cards, savings bond forms, taxation documents, insurance documents, allotment documents, Standard Form 50.

Printout of payroll.

Categories of records in the system:

Record of pay data and related information pertaining to DMA employees.

Authority for maintenance of the system:

31 U.S.C. 66a - Accounting and Auditing - Duties of Agency Heads; Information and Controls to be Covered.

Purpose(s):

To establish, maintain and administer the employee's authorized pay and leave; to compute bi-weekly earnings, pay deductions, and net pay due the employee to identify rate of pay and authorized deductions as well as sick and annual leave accumulation, usage and balances; to provide a master tape listing, a civilian payroll master tape, a bi-weekly leave and earnings statement, and a civilian employee paycheck.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices. Name and home addresses, or designated mailing addresses, of bargaining unit employees to labor organizations recognized under 5 U.S.C. Chapter 71.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Tapes are retained in tape library, and are updated each pay period.

Printouts maintained and retained in current files are (CFA) and are forwarded in annual blocks to the National Personnel Records Center, GSA, 111 Winnebago Street, St. Louis, MO 63118, 18 months after close of the calendar year or within 90 days after receipt of audit completion letter, whichever is first.

System manager(s) and address:

Director, DMA Aerospace Center, ATTN: Comptroller See DMA Directory for complete address listing.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may by the Manager.

Record source categories:

Time and attendance cards, savings bond forms and similar withholding requests of the employee.

Exemptions claimed for the system:

None.

B0303-05 A

System name:

303-05 Leave Record Files.

System location:

Primary System. Comptroller, DMA Aerospace Center. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All civilian employees of DMA.

Categories of records in the system:

Record of official annual accumulation and use of employee's leave.

Authority for maintenance of the system:

21 USC 1175

Purpose(s): To record official annual accumulation and use of employee's leave.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes and printouts.

Retrievability:

Files are by payroll block number, organization, and name.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal: Applications for leave - Destroy on receipt of audit completion letter.

Remaining Files: Destroy after 6 years, 3 months old, or 90 days after receipt of audit completion letter.

System manager(s) and address:

Defense Mapping Agency, ATTN: Finance and Accounting Division, Building 56, U.S. Naval Observatory, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Time and attendance cards initialed by employee. Accumulation and use of leave.

Exemptions claimed for the system:

None.

B0303-20 HTA

System name:

303-20 Compensation Data Request Files.

System location:

Finance Accounting of DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All civilian employees requesting compensation.

Categories of records in the system:

Correspondence relating to Federal Employee Compensation claims.

Authority for maintenance of the system:

21 USC 1175

Purpose(s):

To record documents and correspondence on employees who have been injured on the job, received treatment from a medical facility, and filed a claim for compensation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee last name.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal: Destroy 6 years, 3 months after final disposition of the claim by settlement, transfer to GAO, or discontinuance covered by account. (GRS 6/1.a.) 6/1.a.)

System manager(s) and address:

Defense Mapping Agency, ATTN: Finance and Accounting, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Requests from individuals for information, notice of determination and refusal of work offer. Request for claims of compensation.

Exemptions claimed for the system:

None.

B0401-02 HQHTA

System name:

401-02 Statements of Employment and Financial Interest and Ethics Act Files.

System location:

Office of the General Counsel, HQ DMA, Office of the Counsel, DMAHTC and DMAAC. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

DD 1555 -Defense Mapping Agency civilian personnel classified at GS-13/GM-13 or above, or others a specified by the designated Agency Ethics Official, and military officers serving in the grade of 0-5 or above, whose duties require the exercise of judgment in making Government decisions in regard to monitoring grants or subsidies; contracting and procurement; auditing; or other activities having a significant economic impact on the interests of any non-Federal enterprise.

Special Government Employees of the Defense Mapping Agency serving as advisors or consultants.

Categories of records in the system:

Files include DD 1555's - Confidential Statement of Employment and Financial Interests containing information as to outside employment, financial interests and creditors. Such forms are filed by individuals upon employment and renewed annually. Copies of the individual's current position description. Signed statements of the individual concerned stating that none of the interests listed constitute a conflict of interest with respect to the duties of his present position. Correspondence indicating review and the resolution of any conflicts disclosed.

Authority for maintenance of the system:

Part IV, Executive Order ll222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees' (as amended).

Purpose(s):

To determine the existence of, and, if possible, to resolve any real or apparent conflict between the personal financial interests of the individual concerned and the Government; to possibly be used in investigation/prosecution of fraud or other violation of conflict of interest laws.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings in which files maintained are not open to general public and are guarded on 24-hour basis. Records are maintained in combination safes and are accessible after completion of review only to Agency Counsel. Each submission and subsequent annual renewals are kept in individual, sealed manila envelopes to prevent unauthorized disclosures.

Retention and disposal:

Destroy 2 years after separation, retirement, reassignment, or death of the individual. (GRS 1/25.b.)

System manager(s) and address:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, D.C. 20305-3000.

Notification procedure:

Information may be obtained from:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, DC. 20305-3000

Defense Mapping Agency Hydrographic/Topographic Center, ATTN: COUNSEL, Washington, D.C. 20315-0030

Defense Mapping Agency Aerospace Center, ATTN: COUNSEL, 3200 S. Second St. St. Louis, MO. 63118-3399

Record access procedures:

Requests from individuals should be addressed to: General Counsel, DMA Headquarters, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

Written requests for information should contain the full name addre address and telephone number of the individual. Visits will be arranged through the General Counsel, Headquarters DMA.

For personal visits, the individual should be able to provide some acceptable identification, such as a drivers license or an employer's identification card, and be prepared to provide some verbal information that can be verified with his file.

Contesting record procedures:

The Defense Mapping Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Statements and related documents are obtained from the individual concerned.

Exemptions claimed for the system:

None.

B0401-03 HQHTA

System name:

401-03 Legal Assistance Case Files.

System location:

Office of General Counsel, DMA Headquarters (HQ), and Office of General Counsel DMA Hydrographic/Topographic Center (HT), and Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Military personnel assigned to DMA who request legal assistance.

Categories of records in the system:

Files contain legal opinions of the General Counsel Office regarding personal matters of an individual. Also copies of document prepared on behalf of the individual.

Authority for maintenance of the system:

44 U.S.C. 3101; - Records Management by Federal Agencies

Purpose(s): To document legal matters and assistance provided to military personnel by Counsel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or floppy disk.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Record are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

a. HQ DMA and Component Headquarters: Destroy 6 months after completion of the case.

b. Other offices: Destroy 1 year after completion of the case. Selected opinions and correspondence withdrawn for the use as precedents may be held until no longer required for reference.

This record is a temporary record. Records are destroyed one year after completion of the case. Selected opinions and correspondence withdrawn for use as precedent may be held until no longer required for reference.

System manager(s) and address:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Request from military personnel for legal opinion on a personal matter, opinions of counsel and documents prepared by counsel.

Exemptions claimed for the system:

None.

B0402-05 HQHTA

System name:

402-05 Legal Claims File.

System location:

Primary System - Office of General Counsel, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - Washington National Records Center, GSA, 4205 Suitland Road, Suitland, Maryland 20409, Department of Army, Judge Advocate General, Pentagon, Washington, D.C.

Categories of individuals covered by the system:

DMA personnel having a claim against the Government for loss, damage, or destruction of personal property.

Any individual filing a tort claim against DMA for damages, loss or destruction of property and for personal injury or death resulting from negligence or wrongful act or omission of acts by DMA personnel and individuals against whom the Agency has legal claim

Categories of records in the system:

File contains individual's claims, related correspondence and processing papers, investigative reports, recommendations and opinions of the General Counsel's Office.

Authority for maintenance of the system:

44 U.S.C. 3101; - Records Management by Federal Agencies; 28 U.S.C. 2671-2680, Federal Torts Claims Act.

Purpose(s):

To document claims against the Government by DMA personnel for damage, loss, or destruction of personal property incident to their service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or floppy disk.

Retrievability:

Filed alphabetically by last name of employee or by case name.

Safeguards: Records are maintained in a secured/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

a. Disapproved claims and claims involving a minor: Destroy 10 years after final action on the case.

b. Approved claims: Destroy 5 years after final action on the case.

System manager(s) and address:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Related forms, correspondence, investigative reports and information gathered in anticipation of litigation, and opinions of Counsel.

Exemptions claimed for the system:

None.

B0408-11 HQHTASID

System name:

408-11 Biography Files.

System location:

Public Affairs Offices-DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic

Survey (I), and DMA Office of Distribution Services (D) - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All top management and other key personnel of DMA.

Categories of records in the system:

Biographies; photographs; newspaper clippings and related documents pertaining to leading military and civilian personalities

Authority for maintenance of the system:

44 USC 3101 - Records Management by Federal Agencies.

Purpose(s):

To document biographies, photographs, newpaper clippings, and related materials pertaining to leading DMA military and civilian personalities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Destroy two years after transfer, separation or death of the individual concerned.

System manager(s) and address:

Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Biographical data furnished by individual.

Exemptions claimed for the system:

None.

B0502-03 HQHTASP

System name:

502-03 Master Billet/Access Record.

System location:

Primary System - Special Security Office, Department of Computer Services, Information, Storage, DMA Hydrographic/Topographic Center, Decentralized segments - HQ DMA, DMA Aerospace Center, DMA SpecExploitation and Modernization. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All DMA employees and contractor personnel who have been indoctrinated for access to Sensitive Compartmented Information (SCI). In addition, employees of other government agencies are included for the period during which their security clearance or SCI access status is permanently certified to DMA.

Categories of records in the system:

File may contain for an individual the following: Name, rank/grade, military component or civilian status, social security number, SCI billet number and title, SCI accesses authorized and held, date background investigation completed, date indoctrinated date and state of birth.

Authority for maintenance of the system:

E.O. 12356, National Security Information, April 2, 1982.

Purpose(s):

To identify and verify DMA personnel authorized access to SCI in order to control access to secure areas for use of classified information, for periodic reindoctrination (rebriefing) of employees for SCI access, for periodic security education and training, and for control and reissue of identification badges. To certify personnel SCI access status to the Defense Intelligence Agency for updating the Security Management Information System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is used to certify and verify SCI access status to other government agencies.

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system.

Storage:

Records are stored in computer memory core for retrieval through visual display terminals and line printers.

Retrievability:

Files are retrieved by name and at least one other personal identifier, such as a date of birth, place of birth, social security number or military service number. Files may also be retrieved by billet number.

Safeguards:

Secured in alarmed vault in guarded building. Vault accessible only to properly cleared, authorized personnel. Transmission of system data between DMA Components is by secure mail channels.

Retention and disposal:

Active records only are maintained. Records of personnel debriefed for SCI access are dumped on a debrief tape which is printed as an alphabetical listing cumulatively each month for one year, then the tape is erased. Old printed listing is destroyed when replaced by new printed listing (weekly).

System manager(s) and address:

Director, Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Record access procedures:

Requests from individuals should be addressed to above. Written requests for information should contain the full name of the individual, social security number, current address and telephone number. For personal visits, the individual should be able to furnish personal identification containing his/her full name, social security number, physical description, photograph, and signature.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C.

Record source categories:

Information is supplied by the individual concerned through completion of the Personal History Statement DD398. The basis for billet entries are security clearance or access approval messages or correspondence from the Defense Intelligence Agency; bases for incumbent entries are indoctrination oaths executed by incumbents at time of indoctrination.

Exemptions claimed for the system:

None.

B0502-03-2 HQHTASISP

System name:

502-03 Classified Material Access Files.

System location:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and DMA Inter American Geodetic Survey (and DMA Special Program Office for Exploitation Modernization (SP).

Decentralized Segments - Requesting offices at DMA and organizations requiring the access authorization. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Individuals authorized to have access to classified files.

Categories of records in the system:

Documents relfecting authorization to have access to classified material. They include forms containing individual's name, and signature, classification of files concerned, information desired, and signature of an official authorizing access.

Authority for maintenance of the system:

Executive Order 12356, National Security Information, April 2, 1982.

Purpose(s):

To maintain records of individuals authorized access to classified material by specific categories and for established purposes; to check authorized individuals for access to classified material and guard authorization.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

File alphabetically by last name or grade of individual requiring access.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record - Destroy on transfer, reassignment, or separation of the individual.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Report of investigating agency that conducted the background investigation.

Exemptions claimed for the system:

None.

B0502-15 HQHTASISP

System name:

502-15 Security Compromise Case Files.

System location:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), Exploitation Modernization. See DMA Directory for complete address listing

Decentralized Segments - Dept. of Justice and FBI on felonies cases.

Categories of individuals covered by the system:

DMA personnel security violation.

Categories of records in the system:

Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded and matters of a similar nature.

Authority for maintenance of the system:

Executive Order 12356, National Security Information, April 2, 1982.

Purpose(s):

To protect records relating to investigations conducted into alleged and/or actual security violations by Security Office personnel and appointed investigating officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice for Defense offices responsible for making such determinations. Destroy 5 years after close of case. (GRS 18/25 a.)

b. All other files, exclusive of papers placed in official personnel folders. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18/25 b.)

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from System Manager.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Reporting organization or official.

Exemptions claimed for the system:

None.

B0503-02 HTASISP

System name:

503-02 Security Identification Accountability Files.

System location:

Security Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA INTER American Geodetic Survey (I), and DMA Special Program Office for Exploitation and Modernization (SP). - See DMA Directory for complete address.

Categories of individuals covered by the system:

Any civilian employee.

Categories of records in the system:

File contains the application, supporting materials and the number of the identification badges.

Authority for maintenance of the system:

E.O. 12356, National Security Information, April 2, 1982.

Purpose(s):

To maintain accountability for various indentification cards/badges issues and identify to whom issued.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records kept in file folders by No. also in desk type cabinet.

Retrievability:

Filed alphabetically by name.

Safeguards:

Building employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record-Transfer to Records Holding Area after last card or badge number entered has been accounted for. Hold for three years and destroy.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be address to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number and the case (Control) number that appears with the office correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Individual's badge request, personnel forms and investigatory findings.

Exemptions claimed for the system:

None.

B0503-03 HTA

System name:

503-03 Firearms Authorization Files.

System location:

DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Security guards that have been issued firearms and ammunitions.

Categories of records in the system:

Documents authorizing DMA civilian guards to carry firearms. Included are firearms authorization cards and related papers.

Authority for maintenance of the system: 50 U.S.C. 61; Arms and Ammunition issued to protect public property; reimbursement of Department of Army.

Purpose(s):

To maintain required firearms annual qualifications records, weapons serial numbers and firearms authorization cards issued to each assigned Security Police.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record, Destroy upon expiration of authorization.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Weapon serial number, and authorization of issue authorization card issued.

Exemptions claimed for the system:

None.

B0503-04 HQHTAI

System name:

503-04 Parking Permit Control Files.

System location:

Security Offices of Components - See DMA Directory for complete address

Categories of individuals covered by the system:

Individuals who have been issued parking permits or cited for violations.

Categories of records in the system:

Documents relating to the allotment of parking spaces, recording of violations by holders of parking permits.

Authority for maintenance of the system:

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation and Delegations, Promulgation by President.

Purpose(s):

To maintain records of parking space assignments/ allocations and parking violations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records kept in file folders and desk type pull-out shelves.

Retrievability:

Filed by name alphabetically.

Safeguards:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary-Record. Destroy on transfer or separation of parking permit holder, or when permit is superseded or revoked.

System manager(s) and address:

Defense Mapping Agency, Hq. & Components. See DMA Directory for complete address listing.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, and social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified on employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Individuals requests for permits, copies of tickets issued.

Exemptions claimed for the system:

None.

B0503-05 HQHTAI

System name:

503-05 Vehicle Registration and Driver Record File.

System location:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

Categories of individuals covered by the system:

Any person privileged to operate a motor vehicle on a military installation and who has been involved in a chargeable traffic accident or whose commission of a moving traffic violation has been verified.

Categories of records in the system:

File contains a record of issuance of decal and of all traffic offenses/ incidents and actions.

Authority for maintenance of the system: 50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation.

Purpose(s):

To record traffic offenses, incidents and actions taken.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

8'x5' paper cards in card file cabinet.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Destroy one year after revocation or expiration.

System manager(s) and address:

Defense Mapping Agency, Hq. & Components. See DMA Directory for complete address listing.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification and also some information that would verify his need to know.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Report of traffic violation from Security police.

Exemptions claimed for the system:

None.

B0503-09 HQHT SI

System name:

503-09 Key Accountability Files.

System location:

Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and DMA Inter American Geodetic Survey (I) - See DMA Directfor complete address.

Categories of individuals covered by the system:

Individuals with keys to a secure area.

Categories of records in the system:

Documentation relating to the issue, return and accountability for keys to secure areas.

Authority for maintenance of the system:

E.O. 12356, National Security Information, April 2, 1982.

Purpose(s):

To maintain documentation on periodic inspections, key accountability, reference checks and daily use records and investigations into loss or destruction of secure areas.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

a. Files relating to keys to restricted security areas; Destroy 3 years after turn-in of key or on discontinuance, whichever is first.

b. Files relating to keys to other areas— destroy 6 months after turn-in of key or on discontinuance, whichever is first. (GRS 18/17)

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination s may be obtained from System Manager.

Record source categories:

Individual's key requests, personnel forms and investigatory findings.

Exemptions claimed for the system:

None.

B0504-01 HQHTSP

System name:

504-01 Personnel Special Security and Investigative Files.

System location:

Special Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), and DMA Special Office for Exploitation Modernization - See DMA Directory for complete address.

Categories of individuals covered by the system:

Those military and civilian personnel who are assigned to or employed by DMA and whose duties require access to classified defense information, and/or have been assigned to Sensitive Compartmented

Information (SCI) billets, and who have therefore been investigated under the provisions of DOD regulations.

Categories of records in the system:

Files consist of three parts: Part one subject to exemption of 552a(k)(5) form review,and parts two and three are available for review. Part (1) exempted consists of National Agency Checks with Written Inquiries (NACI); Background Investigations (BI); Special Background Investigations (SBI); Periodic Reinvestigations (PR). Part (2) available for review consists of National Agency Check (NAC). Part (3) available for review consists of Special Security (SS) security indoctrination and termination oaths, clearance and access certification messages, billet approvals and SS security violation investigative reports, if necessary.

Authority for maintenance of the system:

E.O. 12356, National Security Information, April 2, 1982.

Purpose(s):

To maintain up-to date personnel security information for DMA civilian and military personnel who require access to classified defense information to determine eligibility for access to Sensitive Compartmented Information (SCI); to conduct continuing Security Education Programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of file subject.

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Retained in active file during period subject is assigned to or employed by DMA, retained in inactive file for one year following reassignment or termination of employment, then destroyed.

System manager(s) and address:

See Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number. When investigative files are requested the case control number (CCN) is also required.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Investigations are originated based on applicant's application for employment. Sources of information are inquiries of birth, education, local police, FBI files, subversive files, credit, neighborhood, personal references, etc.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

B0504-01-2 HQHTASISP

System name:

504-01 Personnel Security Files.

System location:

Security Office, DMA HeadquartersDMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I), and DMA Special Office for Exploitation Modernization (SP). See DMA Directory for complete address.

Decentralized Segments - Cross reference index cards (i.e., Badge Requests Cards, Identification Cards, Guard Desk Roladex Identification Cards) with extracts of information contained in primary files are maintained on file in Security Office of each DMA element.

Categories of individuals covered by the system:

Those military, civilian, and industrial personnel who are assigned to, employed by DMA; whose official duties, responsibilities and/or contracts require that they have access to classified defense information which has been entrusted to or is under the Defense Mapping Agency.

Categories of records in the system:

File contains individual's certificate of clearance indicating level of access individual is cleared for, date clearance was issued, type of investigation conducted, date investigation was completed and identification of agency that conducted the investigation. Additionally, contained in the file are; copy of Statement of Personal History (DD Form 398), individual's certification that he/she has read and understands both the Department of Defense and Agency security directives and instructions regarding the protection of classified defense information; individual certification that he/she understands responsibilities for protection of North Atlantic Treaty Organization (NATO), material to a lesser extent some files will contain individuals certification that he/she has been briefed for access to NATO Top Secret (COSMIC); NATO Top Secret Restricted Data (ATOMAL); Single Integrated Operational Plan (SIOP); Extremely Sensitive Information (ESI); Atomic Energy Commission, Restricted Data (RD); and Atomic Energy Commission, Critical Nuclear Weapons Design Information (CNWDI).

Authority for maintenance of the system:

EO 12356, National Security Information, April 2, 1982.

Purpose(s):

To insure that each and every individual assigned to, employed by or contracting with DMA has been cleared for the level of access to classified information that is necessary for accomplishment of his/her official duties; to insure that each individual is made aware of his/her responsibilities regarding protection and safeguarding of any classified information entrusted to him/her.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by name of individual.

Safeguards:

Buildings are located on guarded government installation with security guards and alarms. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are maintained in an active status only for the period of time that the individual is actually assigned to, employed by or contracting with DMA. When the individual terminates his association with DMA, the records are maintained in an inactive status for the period of one year and then destroyed.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Individual's certificate of clearance originates in HQ DMA Special Security Office (SSO) based on notification of personnel investigation by either the Office of Personnel Management or the Defense Investigative Agency. Certification of clearance for military personnel will be certified by the individuals' parent service. Much of the routine information in these records such as name, date and place of birth, etc., is obtained during the individual's initial processing which is usually accomplished on his first duty day. Other information such as type of investigation, date of investigation, etc., is obtained from such investigating agencies as the OPM, Defense Investigative Service (DIS), etc. The records are updated as new information is received regarding the individual's clearance and access.

Exemptions claimed for the system:

None.

B0614-01 HQ

System name:

614-01 Official Records (Military) Files and Extracts.

System location:

Military Personnel Office - DMA Headquarters (HQ) - See DMA Directory for complete address.

Categories of individuals covered by the system:

Military personnel assigned to DMA.

Categories of records in the system:

Navy-Documents as required by Bureau of Naval Personnel Manual (BUPERSMAN) NAVPERS 15791.B.

Army-Documents as required by Army Regulation 640.10.

Enlisted and Officer personnel folders.

Statement of Military History, Qualification Records.

Authority for maintenance of the system:

44 U.S.C. 3101

Purpose(s):

To determine the acceptability of an individual nominated by the parent service for a DMA position; to be used in the preparation of efficiency/fitness/ effectiveness reports and award recommendations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by name of individual.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Permanent Record. Retained until departure of individual DMA, MPRJ handcarried to transfer point by individual upon separation from the service and subsequently retired to National Records Center (Military Records) 9700 Page Boulevard, St. Louis, MO 63132.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, service number on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification cards, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the DMA and the individual concerned.

Exemptions claimed for the system:

None.

B0614-02 HQA

System name:

614-02 Military Services Administrative Record Files.

System location:

Directorate of Administration, DMAAC; Military Personnel Office - DMA Headquarters (HQ)- See DMA Directory for complete mailing address.

Categories of individuals covered by the system:

Military Personnel assigned to DMA.

Categories of records in the system:

File contains letters, memorandums, emergency data, and assignment actions.

Authority for maintenance of the system:

21 USC 1175

Purpose(s):

To maintain information for the purpose of serving as a liaison between the individual, DMA, and servicing CBPO's.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee last name.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Destroy in accordance with parent service directives.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000.

Notification procedure:

Information may be obtained from System Manager.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Leave records, finance documents, transmittals, personnel rosters, physical examinations, personnel actions, locator cards, trip reports, copies of orders/reassignments.

Exemptions claimed for the system:

None.

B0615-07 HQHTASI

System name:

615-07 Safety Awards Files.

System location:

Logistics Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), DMA Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any DMA Driver.

Categories of records in the system:

File contains list of the names of drivers who have received safe driver awards. All correspondence between the Safety Office and the National Safety Council.

Authority for maintenance of the system:

5 U.S.C. 4503 - Agency Awards.

Purpose(s): To document presentation of safety awards to individuals in compliance with established policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal: Destroy when 5 years old.

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Driver record of the individual.

Exemptions claimed for the system:

None.

B0901-04 HTA

System name:

901-04 Civilian Employee Health Clinic Record.

System location:

Primary System - Civilian Employee Health Clinic - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address.

Categories of individuals covered by the system:

Any individual employed by DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A) and any individual employed by other Government agencies housed in the DMAHTC/DMAAC complexes.

Categories of records in the system:

File contains information on treatment of employee received at dispensary at HTC and AC.

Authority for maintenance of the system:

5 USC 7901 - Health Service Programs; 5 U.S.C. 8103 - Compensation for Injuries - Medical Services and Initial Medical and Other Benefits.

Purpose(s):

To maintain medical records of individuals receiving treatment at a DMA clinic for illness/injury while on duty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Family doctor will have full access to the information.

Supervisors may inquire to record of injury.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

5x8 card files in cabinet.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Destroy 6 years after last entry. Upon transfer of employee, the records will be put in a sealed envelope and transferred with the employee. (GRS1/21)

Aerospace Center - on transfer of individual, record is transferred to gaining organization. On separation record is returned to National Personnel Records Center (NPRC) with the individuals official Personnel Folder.

System manager(s) and address:

DMA Hydrographic/Topographic Center, ATTN: Personnel Office, Room 132-A, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315-0030, DMA Aerospace Center, ATTN: Personnel Office, 3200 S. Second St., St. Louis, MO. 63118-3399 See DMA Directory for complete address.

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Entry of information by attending nurse. Record of treatment.

Exemptions claimed for the system:

None.

B0901-07 HTAI

System name:

901-07 Alcoholism and Drug Abuse Files.

System location:

Civilian Personnel Offices - DMa Hydrogaphic/ Topographic Center (HT), DMA Aerospace Center (A), DMA Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

Civilian Personnel Offices - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All civilian employees who have contacted program counselor requesting assistance.

Categories of records in the system:

File contains counseling interview notes, medical documents, therapy/treatment referral notes.

Authority for maintenance of the system:

21 USC 1175

Purpose(s):

To maintain documents relating to alcohol and narcotic control, treatment, assistance, and advice provided to DMA personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed chronologically by number; names deleted, but are known by counselor.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Destroy when 3 years old.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Employee interviews and medical reports.

Employee or relatives.

Exemptions claimed for the system:

None.

B1202-17 HTA

System name:

1202-17 Contracting Officer Designation Files.

System location:

Contracting Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete mailing address

Categories of individuals covered by the system:

Employee designated Contracting Officer and Contracting Officer Representative at DMA.

Categories of records in the system:

Documents reflecting the designation and recission of Contracting Officers and Contracting Officers representative which includes the specific procurement authorities delegated.

Authority for maintenance of the system:

44 USC 3101 - Records Management by Federal Agencies.

Purpose(s):

To maintain documents showing individual designated as Contracting Officers or Contracting Officer's Representative (COR); to include data reflecting limitations, restrictions on authority, and background information on COR for use in other contracts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record. Destroy upon termination.

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Certificate of Appointment and background information on education, DD Form 1539, and specific information on procurement authorities delegated

Exemptions claimed for the system:

None.

B1205-05 HTA

System name:

1205-05 Property Officer Designation Files.

System location:

Property Officers of DMAHTC and DMAAC - See DMA Directory for complete address

Categories of individuals covered by the system:

Employees designated Property Officers who have property accounts for their organizations, and have account number.

Categories of records in the system:

Forms and/or memorandums designating property officers. Included are letters of appointment and revocation.

Authority for maintenance of the system:

40 U.S.C. 486; Management and Disposal of Government Property.

Purpose(s):

To maintain documents showing individuals authorized as equipment custodians for the various organizations within the agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Memorandums or forms showing who or which individual is authorized custodian for equipment for the various organizations within the Agency. Name of individual grade and organization are shown on this document.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By individual's account number and organization.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record - Destroyed in the active office two years after termination of appointment.

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Internal correspondence designating responsible property accounting individuals.

Exemptions claimed for the system:

None.

B1205-23 HTASID

System name:

1205-23 Report of Survey Files.

System location:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I), Office of Distribution Services (D). - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

DMA personnel that have loss, damage, or destroyed accountable Government property.

Categories of records in the system:

Files consist of reports that describe the circumstances concerning loss, damage or destruction of Government property.

Authority for maintenance of the system:

40 USC 486 - Management and Disposal of Federal Property - Policies, Regulation and Delegations; Promulgation by President.

Purpose(s):

To determine responsibility and recognize appropriate actions to be taken as to pecuniary liability.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Logistics Officer - determine responsibility and recommend appropriate action be taken as to pecuniary liability.

Director final decision on payment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed by assigned control number of individual.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Destroy 2 years after date of survey action or date of posting medium. (GRS 3-10c.)

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals, current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Report of lost damaged or destroyed property.

Exemptions claimed for the system:

None.

B1206-02 HTA

System name:

1206-02 Self Service Store Authorization Card Files.

System location:

Logistics Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address.

Categories of individuals covered by the system:

DMA personnel authorized self-service store cards.

Categories of records in the system:

Cards identifying individuals as authorized self-service store representatives, requests for issuance of cards, correspondence concerning lost and found cards and related documents.

Authority for maintenance of the system:

40 U.S.C. 486; Management and Disposal of Federal Property.

Purpose(s):

To indicate individuals authority to sign receipt for supplies in a designated activity.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file and file cabinets.

Retrievability:

By account number and organization, alphabetical by last name.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record. Held in active file until expiration of card or change of individual; held two years and destroyed.

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be used to verify employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Memorandums, cards, forms designating an individual authorization to sign for supplies received from the self-service store.

Exemptions claimed for the system:

None.

B1208-06 HTA

System name:

1208-06 Motor Vehicle Operator's Permits and Qualifications Files.

System location:

Primary System - Motor Pool, DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address.

Decentralized Segments - Official Personnel Folder; Personnel Records (Civilian) Center - St. Louis, MO.

Categories of individuals covered by the system:

All DMA employees qualified and issued a motor vehicle operators permit.

Categories of records in the system:

Contains information on employee qualification record and cards and logs in regards to permits issued to individuals authorized to operate Government equipment.

Authority for maintenance of the system:

40 U.S.C. 491; Management and Disposal of Federal Property-Motor Vehicle Pools and Transportation Systems.

Purpose(s):

To be as a record of scores on tests, such as: Eye examinations, reaction examinations and as a quick reference on an individual having a license to operate a Government vehicle.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Rotary Card file and Log Book.

Retrievability:

Rotary Card File - By last name of individual.

Log Book - By number of permit.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record - Permit is a three year record - Destroyed in the Motor Pool.

Permanent Record - Qualification Record - kept in active office until separation or transfer of individual concerned, then transferred to Personnel Office for incorporation into the Official Personnel Folder.

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering and Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Qualification records consisting of scores on tests.

Exemptions claimed for the system:

None.

B1211-03 HQHTAI

System name:

1211-03 Passport Files.

System location: DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), DMA Inter American Geodetic Survey (I) See DMA Directory for complete address

Decentralized Segment - State Department (Passports).

Categories of individuals covered by the system:

Individuals traveling overseas on official government orders.

Categories of records in the system:

Documents relating passports and visas for DMA personnel, including their dependents. Included are requests and receipts for passports, transmittal letters, control cards, and related documents.

Authority for maintenance of the system:

44 U.S.C. 3101; Records Management by Federal Agencies.

Purpose(s):

To maintain documents relating to passports and visas for DMA personnel and their dependents, for travel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders - paper records in locked cabinets.

Retrievability:

By name of individual - Alphabetically

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record - Held in active office until separation or transfer of individual.

Transferred to State Department upon transfer or separation of individual.

System manager(s) and address:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination should be obtained from System Manager.

Record source categories:

Requests and receipt for passports and visas.

Exemptions claimed for the system:

None.

B1211-07 HQHTASDISP

System name:

1211-07 Individual Government Transportation Files.

System location:

Primary System - Travel Office - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - Records Management, Records Holding Areas

Categories of individuals covered by the system:

DMA employees authorized government travel.

Categories of records in the system:

Travel orders and other pertinent correspondence and related documents, and copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations.

Authority for maintenance of the system:

44 U.S.C. 3101; Records Management by Federal Agencies, 45 U.S.C. 5707 - Travel and Substance Expense Regulation.

Purpose(s):

To officially designate Transportation Officer, Assistants and Agents to record authorized travel, issue orders, make travel arrangements, and prepare vouchers for reimbursement to DMA employees (military and civilian).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of DMA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name on individual folders or by TR number in case of group travel.

Safeguards:

Records are maintained in a secured area/locked file cabinets with access limited to authorized personnel whose duties require access.

Retention and disposal:

Temporary Record. Travel Office holds for one year, transfers to Records Holding Area, held for three (3) years and then destroyed.

System manager(s) and address:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305-3000

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, social security number.

Personal visits - the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Folders contain various amounts of information on issued and cancelled transportation requests, transportation certificates, travel orders and related data on overseas employees, DMA employees and invitational orders.

Exemptions claimed for the system:

None.

DEFENSE MAPPING AGENCY OFFICIAL MAILING ADDRESSES

Headquarters Defense Mapping Agency
Bldg 56, U.S. Naval Observatory
Washington, D.C. 20305-3000

DEFENSE MAPPING AGENCY COMPONENT ACTIVITIES

DMA AEROSPACE ORGANIZATIONS

DMA Aerospace Center
3200 South Second Street
St. Louis, Missouri 63118-3399
DMA Aerospace Center
Kansas City Office
609 Hardesty Avenue

DMA HYDROGRAPHIC/TOPOGRAPHIC ORGANIZATIONS

DMA Hydrographic/Topographic Center
Washington, D.C. 20315-0030
DMA Hydrographic/Topographic Center
Louisville Office
600 Federal Place
Louisville, Kentucky 40202-2291

DMA Hydrographic/Topographic Center
Providence Office
175 Brookside Avenue
West Warwick, Rhode Island 02893-3899
DMA Hydrographic/Topographic Center
San Antonio Office Bldg 4011
Ft. Sam Houston, Texas 78234-5000
DMA Central Depository
Ft. Omaha, Building 113
30th and Fort Streets
Omaha, Nebraska 68111-1646
DMA Hydrographic/Topograhic Center
Geodetic Survey Squadron
F.E. Warren AFB, Wyoming 82005-6300
DMA Hydrographic/Topographic Center
Det. 1, Geodetic Survey Squadron
Vandenberg AFB, California 93437-5000
DMA Hydrographic/Topograhic Center
Det. 2, Geodetic Survey Squadron
P.O. Box 96
White Sands Missile Range
New Mexico 88002-0092
DMA Hydrographic-Topographic Center
Det. 4, Geodetic Survey Squadron
Patrick AFB, Florida 32925-6437

DMA OFFICE OF DISTRIBUTION SERVICES ORGANIZATIONS

DMA Office of Distribution Services
Washington, D.C. 20315-0010
DMA Distribution Center
Clearfield, Utah 84016-1292
DMA Distribution Center 5801
Tabor Avenue
Philadelphia, Pennsylvania 19120-5098
DMA Office Norfolk
Bldg SP238, Naval Air Station
Norfolk, Virginia 23511-5190
DMA Branch Office Jacksonville
Box 68, Naval Air Station
Jacksonville, Florida 32212-0068
DMA Branch Office Tampa
Building 501
acDill AFB, Florida 33608-6001 -6001
DMA Office San Diego
Bldg 654, Naval Air Station, North Island
San Diego, California 92135-5000
DMA Branch Office Atsugi
Box 47
FPO Seattle 98767-2901
DMA Branch Office Cubi Point
Box 59
FPO San Francisco 96654-2912
DMA Branch Office Naples
Box 95
FPO New York 09520-0200
DMA Office Europe
APO New York 09633-6467
DMA Branch Office England
APO New York 09238-5000
DMA Office Pacific
Bldg T-1710
Hickam AFB, Hawaii 96853-5000
DMA Distribution Office
Latin America
APO Miami 34002-0006

DMA SPECIAL PROGRAM OFFICE FOR EXPLOITATION MODERNIZATION

DMA Special Program Office for Exploitation Modernization
8301 Greensboro Drive, Suite 800
McLean, Virginia 22102-3692

DEFENSE MAPPING SCHOOL

Defense Mapping School
Fort Belvoir, Virginia 22060-5828

DMA INTER AMERICAN GEODETIC SURVEY

DMA Inter American Geodetic Survey
Bldg 144
Fort Sam Houston Texas 78234-5000
DMA Inter American Geodetic Survey
Panama Support Element
APO Miami 34004
DMA Inter American Geodetic Survey
Panama Area Coordinator
APO Miami 34004
DMA Inter American Geodetic Survey
Cartographic School, Drawer 936
APO Miami 34004

OFFICE OF THE INSPECTOR GENERAL, DOD

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

CIG-01

System name:

Privacy Act and Freedom of Information Act Files.

System location:

Office of the Deputy Inspector General for Program Planning, Review and Management, Department of Defense, The Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who have submitted or were the subjects of request made under the Privacy Act of 1974 (5 U.S.C 552a) or the Freedom of Information Act (5 U.S.C. 552).

Categories of records in the system:

Copies of all Privacy Act and Freedom of Information Act requests and the answers thereto. Correspondence pertaining to the requests, the information released or withheld; summaries, logs of actions taken and correspondence from and to other DoD and Federal agencies regarding specific requests of mutual interest. Documents pertaining to all appeals and legal actions concerning OIG actions in response to such requests.

Authority for maintenance of the system:

Pursuant to the Inspector General Act of 1978, (Pub. L. 95-452), as amended, and DoD Directive 5106.1 (32 CFR Part 376) implementing that law, the DoD Inspector General is authorized to organize, direct and manage the Office of the Inspector General, to include the creation and maintenance of necessary records. See also 5 U.S.C. 552 and 5 U.S.C. 552a.

Purpose(s):

Records are used to respond to individual requests for access to records made under either act and to respond to requests for amendment made under the Privacy Act, to document OIG actions in response to these requests, and any subsequent appeals regarding agency actions or litigation. Records are used by OIG personnel to take and coordinate actions with other OIG, DoD, and Federal and state agencies. OIG investigative, audit and inspection personnel when the release of the information requested may have an impact on these activities. Also, information may be provided to the appropriate OIG element when further action is needed to verify assertions of the requester or to obtain permission to release information obtained from sources.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be provided to other Federal agencies and state and local agencies when it is necessary to coordinate responses or denials. See also the Blanket Routine uses for all OIG systems of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by surname of requester.

Safeguards:

Records are stored in locked security containers accessible only to authorized personnel.

Retention and disposal:

Privacy Act Records: Requests which are granted wholely, unappealed denials, and denials completely overruled on appeal by the appeal authority are destroyed two years after the reply or the final OIG, DoD action. Denials and partial denials which are not overruled on appeal or are the subject of litigation are destroyed five years after the final OIG or judicial action, as appropriate. Freedom of Information Act Records: Records of requests that are totally granted are destroyed two years after the date of the OIG reply. Records of all denials are destroyed five years after the OIG reply. Records of appeals are destroyed four years after final OIG, DoD reply or three years after final adjudication by a court, whichever is sooner.

System manager(s) and address:

Dr. J. Mauri Hamilton, Privacy Act Coordinator, Office of the Deputy Inspector General for Program Planning, Review and Management, Pentagon, Washington D.C. 20301.

Notification procedure:

Send your request to the System Manager. Please include full information regarding the previous request such as date, subject matter, and if available, copies of the previous OIG reply.

Record access procedures:

The OIG access procedures may be obtained from the System Manager.

Contesting record procedures:

The OIG rules for contesting and appealing initial denials of amendment may be obtained from the System Manager.

Record source categories:

From the individuals on whom records are maintained and official records.

Exemptions claimed for the system:

None.

CIG-02

System name:

Applicant Records.

System location:

Primary Record: Office of the Deputy Inspector General for Program Planning, Review and Management, Department of Defense, The Pentagon, Washington, D.C. 20301. Portion of this system may be temporarily maintained by other OIG offices.

Categories of individuals covered by the system:

Individuals who have submitted applications or other correspondence directly to OIG or its components indicating an interest in employment with the OIG or any of its components.

Categories of records in the system:

Temporary records of the applicant's interest in or qualifications for employment with the OIG.

Authority for maintenance of the system:

Pursuant to the Inspector General Act of 1971, (Pub. L. 95-452), as amended, and DoD Directive 5106.1 (32 CFR Part 376) implementing that law, the DoD Inspector General is authorized to organize, direct the office of the Inspector General, to include the creation and maintenance of necessary records.

Purpose(s):

To identify applicants and determine their eligibility for positions with the OIG. Used by OIG personnel and supervisory personnel to select employees and to respond to requests for employment. Information may be coordinated with other DoD activities for verification purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system may be provided to other Federal agencies when it is necessary to verify the information provided. See also the Blanket Routine uses for all OIG systems of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by surname of applicant.

Safeguards:

Records are stored in locked security containers accessible only to authorized personnel. Offices are locked after duty hours and security guards are used.

Retention and disposal:

Records are temporary and are destroyed as classified waste as soon as a final OIG determination is made regarding the hiring action.

System manager(s) and address:

Office of the Deputy Inspector General for Program Planning, Review and Management, DoD, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Send your request to the System Manager. Written request should contain the full name of the applicant, and the approximate date of the application.

Record access procedures:

The OIG access procedures may be obtained from the System Manager.

Contesting record procedures:

The OIG rules for contesting and appealing initial denials of amendment may be obtained from the System Manager.

Record source categories:

From the individuals on whom records are maintained and official records.

Exemptions claimed for the system:

None.

CIG-03

System name:

Personnel Locator Cards.

System location:

Primary Location: Office of the Deputy Inspector General for Program Planning, Review and Management, Department of Defense, Washington, D.C. 20301. Other Locations: The various components and activities of the Office of the Inspector General DoD, maintain locator cards on personnel assigned to them.

Categories of individuals covered by the system:

Personnel assigned or attached to the OIG or its components, and certain formerly assigned or attached individuals.

Categories of records in the system:

Locator cards reflecting the name, location and telephone number of the assigned or attached individual.

Authority for maintenance of the system:

Pursuant to the Inspector General Act of 1971, (Pub. L. 95-452), as amended, and DoD Directive 5106.1 (32 CFR Part 376) implementing that law, the DoD Inspector General is authorized to organize, direct and manage the Office of the Inspector General, to include the creation and maintenance of necessary records.

Purpose(s):

Records are used to locate individuals assigned or attached to OIG by OIG administrative and supervisory personnel at the OIG and in field activities. Records are used to aid in the distribution of communications addressed to individuals, and to make and verify entries in personnel rosters, directories, and listings. Individuals are allowed to restrict the unofficial use of the information in the system. Locator information may be provided to agencies and individuals within DoD having a need for such information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Locator information regarding specific individuals may be provided to other agencies and individuals upon request subject to the limits established by the individual. See also Blanket Routine uses for all OIG systems of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records consist of paper forms.

Retrievability:

Filed alphabetically by surname.

Safeguards:

Records are stored in security containers and locked file cabinets accessible only to authorized personnel.

Retention and disposal:

Retained in active file until departure of the individual and then placed in inactive file. Destroyed one year after departure. Records are destroyed as if classified waste.

System manager(s) and address:

Office of the Deputy Inspector General for Program Planning, Review and Management, OIG, DoD, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Send your name to the System Manager. You may wish to include the dates of your assignment to OIG and the OIG component to which assigned.

Record access procedures:

The OIG access procedures may be obtained from the System Manager.

Contesting record procedures:

The OIG rules for contesting and appealing initial denials of amendment may be obtained from the System Manager.

Record source categories:

From the individual on whom records are maintained and official records.

Exemptions claimed for the system:

None.

CIG-04

System name:

Case Control System - - Investigative.

System location:

Primary Location: Office of the Assistant Inspector General for Investigations (INV), Cameron Station, Alexandria, VA 22314, has primary control over the system. INV is a component of the Office of the Inspector General (OIG), Department of Defense (DoD). Decentralized Locations: INV Regional Field Offices, Resident Agencies, and various INV Headquarters components have temporary control over portions of the records. The Office of the Assistant Inspector General for Criminal Investigations Policy and Oversight (CIPO) originates and has control over portions of the records.

Categories of individuals covered by the system:

Any person or activity which is the subject of an ongoing or recently complete OIG investigation.

Categories of records in the system:

The file is composed of records of investigations which are being or have been conducted by the OIG. Records contain the name and other personal identifying information on individuals who are investigated.

Authority for maintenance of the system:

Pursuant to the authority contained in the Inspector General Act of 1978, (Pub. L. 452), as amended, and DoD Directives 5106.1 (32 CFR Part 376) implementing the law, the Inspector General, DoD, is authorized to organize direct, and manage the Office of the Inspector General, to include creating and maintaining necessary records.

Purpose(s):

The file contains open and closed case listings used to manage investigations, to produce statistical reports, and to control various aspects of the investigative process. Users are the Case Control Officers, OIG Project Officers, and other OIG officials. Used to determine the existence, location, and status of cases, control workload, and to prepare statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses for all OIG record systems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records.

Retrievability:

By name, Social Security Number, military service number or case control number.

Safeguards:

Files are maintained in locked cabinets accessible only to those with an official need-to-know.

Retention and disposal:

Records are retained for one year and then disposed of as classified waste.

System manager(s) and address:

Assistant Inspector General for Investigations, OIG, DoD, 8D490 Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from the System Manager at the above address. Requester should provide the full name of the subject company or individual, and all maiden and alias names under which the file may be maintained. Personal identifiers which should be included are date and place of birth, Social Security Number, and the last four digits of a military service number. These assist in locating files and are helpful in conducting the search. However, furnishing of personal identifiers is voluntary. Searches will be limited to the data furnished. The office listed above may be visited from 9:00 a.m. to 3:00 p.m., Monday through Friday. Requesters visiting the office should bring personal documents as proof of identity.

Record access procedures:

The OIG rules for access to records and appealing initial denials of access by individuals may be obtained by writing the System Manager.

Contesting record procedures:

The OIG rules for contesting contents of the records and appealing initial denials of requests for amendment by the individual concerned may be obtained by writing the System Manager.

Record source categories:

OIG Case Control Centers.

Exemptions claimed for the system:

In accordance with 5 U.S.C. 552(j)(2) certain portions of the case control records may be exempted from the provisions of 5 U.S.C. 552a(c) (3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f), and (g). Information from this system will be withheld only to the extent that its release would interfere with the investigative process. See 32 CFR Part 293.

CIG-05

System name:

DoD Motions for Discovery of Electronic Surveillance Files.

System location:

Office of the Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

Categories of individuals covered by the system:

Those individuals and/or organizations on which the Department of Justice has requested information upon which to base their reply to court approval motions for discovery of electronic surveillance.

Categories of records in the system:

Chronological listing for identification and location of files. Individual case files to include original and subsequent requests from the Department of Justice; file copy of memorandum to the DoD Components' responses to the Office of Secretary of Defense (OSD), and copies of OSD's responses to the Department of Justice.

Authority for maintenance of the system:

Title 28, United States Code Section 526, 'Conduct of Litigation Reserved to Department of Justice.'

Purpose(s):

Preparation of response to Department of Justice, as well as any subsequent inquiries from that office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Justice's response to court-approved motion for discovery.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by year and case name.

Safeguards:

Records are stored in security combination lock file containers accessible only by office personnel of the Assistant Inspector General for Criminal Investigations Policy and Oversight.

Retention and disposal:

Records are permanent. They are retained in active file until end of calendar year in which project is completed, held one additional year in inactive file and subsequently retired to Washington National Records Center (WNRC).

System manager(s) and address:

Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

Notification procedure:

Information may be obtained from: Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

Record access procedures:

Requests from individuals should be addressed to: Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509. Written requests for information should contain the full name of the individual, date, and place of birth, Social Security Number (SSN), and notarized signature. The records requested may be made available to individuals for review at the following location: Assistant Inspector General for Criminal Investigations Policy and Oversight, Suite 431, 1600 Wilson Boulevard, Arlington, Virginia 22209-2509.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b, and OSD Administrative Instruction No. 81.

Record source categories:

Department of Justice formal written inquiries and internal correspondence necessary to gather information to make replies to such inquiries.

Exemptions claimed for the system:

None.

CIG-06

System name:

Investigative Files.

System location:

Primary Location: Office of the Assistant Inspector General for Investigations (INV), Cameron Station, Alexandria, VA 22314, has primary control over the system. The INV is a component of the Office of the Inspector General (OIG), Department of Defense (DoD). Decentralized Locations: INV Regional Field Offices, Resident Agencies, and various INV Headquarters staff elements originate and have temporary control over portions of the records. The Office of the Assistant Inspector General for Criminal Investigations Policy and Oversight (CIPO) and Office of the Assistant Inspector General for Inspections originate and have control over portions of the records.

Categories of individuals covered by the system:

DoD civilian personnel; members of the Armed Forces of the United States, Reserve components, and National Guard units; DoD contractors; individuals residing on, having authorized official access to, or contracting or operating any business or other functions at any DoD installation or facility; and individuals not affiliated with the Department of Defense when their activities have directly threatened the functions, property or personnel of the Department of Defense, or they have threatened any other high ranking government personnel who are provided protective service mandated by the Secretary of Defense, or they have engaged in, or are alleged to engage in criminal acts on DoD installations or directed at the Department of Defense, its personnel or functions; or individuals information regarding DoD activities falling under the purview of OIG responsibilities.

Categories of records in the system:

Official Reports of Investigation (ROIs) including any attachments, prepared by OIG or other DoD Federal, state, or local official investigative activities; Information Summary Reports (ISRs) which record unsolicited information of a criminal nature received by OIG concerning persons or incidents which are of direct interest to other DoD components or Federal agencies; Documents, information, and confidential source files which are not included in the ROIs but which serve as the basis of investigations or which guide and facilitate investigative activities, including documents providing the data to open, direct, conduct, transfer and close cases; OIG file administration and management documents accounting for disclosure, control, and access to a file; and Grand Jury information not contained in reports, agent notes, fingerprint cards, duplicate files at the local level and other miscellaneous documents supporting the criminal investigation file.

Authority for maintenance of the system:

Pursuant to the authority contained in the Inspector General Act of 1978 (Pub. L. 95-452), as amended, and DoD Directive 5106.1 (32 CFR Part 376) implementing that law, the DoD Inspector General is authorized to organize, direct and manage the Office of the Inspector General, to include the creation of necessary records.

Purpose(s):

Investigative information is collected at the request of appropriate DoD officials or agencies to identify offenders, to provide facts and evidence upon which to base prosecution, to effect corrective administrative action and to recover money and property which has been wrongfully appropriated. Information contained in ISRs is disseminated to interested DoD components. Information is collected during reciprocal investigations conducted for other DoD investigative elements for maintenance and use by the requesting DoD activity. Users of OIG investigative information include: OIG personnel in the course of their official duties; other accredited DoD investigative elements, DoD Agencies, elements of the Military Departments and representatives of the Secretary of Defense and the Joint Chiefs of Staff. OIG investigative records are used: In criminal law enforcement investigations including statutory violations, counterintelligence as well as counterespionage and counterterrorist activities and other security matters; to provide information in contractor responsibility and suspension/debarment determinations; to provide information in contractual actions; to make statistical evaluations of OIG investigative activities; to respond to Freedom of Information Act access requests; to determine loyalty, suitability, eligibility, and general trustworthiness of individuals for access to classified information and government facilities, for entry into, retention in and for personnel actons in the Armed Forces or Federal employment; to provide information in response to Inspector General, Equal Employment, or other complaint investigations and congressional inquiries; to obtain relevant information from federal, state, local and foreign agencies; to obtain employment records, if necessary, from business enterprises; and to obtain information relevant to the on-going investigations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information contained in ISR's is disseminated to interested Federal agencies. Information is collected during reciprocal investigations conducted for other Federal investigative elements (or in limited instances, for local or state law enforcement agencies) for maintenance and use by the requesting activity. Users of OIG investigative information include: Accredited Federal criminal and civil law enforcement agencies; regulatory and licensing agencies; other accredited Federal agencies conducting investigations to evaluate suitability for employment or access to classified information; congressional committees; and the General Accounting Office. OIG investigative records are used: In criminal law enforcement investigations including statutory violations; in counterintelligence as well as counterespionage and counterterrorist activities and othe security matters conducted by other agencies; to assist agencies charged with the responsibility for investigating or prosecuting violations of laws, rules, regulations or orders; to provide information in judicial or adjudicative proceedings including litigation or in accordance with a court order; to determine loyalty, suitability, eligibility, and general trustworthiness of individuals for access to classified information and government facilities; by other Federal agencies in connection with hiring and retention of employees, issuance of security clearance, or other benefit by the requesting agency; to provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056; to obtain employment records if necessary, from business enterprises; and obtain information relevant to the on-going investigations. See also Blanket Routine Uses set forth for all DoD systems (32 CFR Part 286a).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders, on microfilm, and on supplementary index cards.

Retrievability:

Investigations are centrally retrievable through the Defense Investigative Service (DIS) Case Control System DIS System, V5-04; or the Defense Central Index of Investigations (DCII), DIS System V5-02. Both systems are managed by DIS and have been described in the Federal Register.

Safeguards:

All OIG records are stored in locked safes and are accessible only to authorized personnel who have a need-to-know in conjunction with their official duties. Recipients of investigative information are responsible for safeguarding the information within the guidelines provided by OIG.

Retention and disposal:

Retention of closed OIG investigative files is authorized for 25 years, except they may be offered to the National Archives after 15 years. Fraud prevention surveys are maintained for 10 years. Generally, ISRs are retained only 60 days. The partial duplicate records are retained for one year. All records are destroyed as if they were classified material.

System manager(s) and address:

Assistant Inspector General for Investigations, DoD, 8D490 Cameron Station, Alexandria, VA 22314.

Notification procedure:

Requests should be addressed to the System Manager at the address given above. Include in the request the full name, date, and place of birth and Social Security Number, and any other pertinent data concerning the topic of the communication. These items are necessary for retrieval of information. The requester's signature should be notarized. More information may be required. Individuals may visit INV at Bldg. 8, Room D490, Cameron Station, Alexandria, VA to make direct inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries providing the personal data is voluntary. However, the record search will be limited to the data furnished.

Record access procedures:

The OIG rule for access and appealing initial denials of access may be obtained by visiting or writing the System Manager.

Contesting record procedures:

The OIG rules for contesting and appealing initial denials of amendment may be obtained by visiting or writing the System Manager.

Record source categories:

Subjects and suspects of OIG investigations. Interview of witnesses, victims, and confidential sources. All types of records and information maintained by all levels of government, private industry, and non-profit organizations reviewed during the course of the investigation or furnished the OIG. Any other type of record deemed necessary to complete the OIG investigation.

Exemptions claimed for the system:

Portions of this system of records may fall within the scope of 5 U.S.C. 552a(j)(2) and are exempt from the provisions of 5 U.S.C. 552a(c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(4)(I), (e)(5), (e)(8), (f), and (g). Information from this system will be withheld only to the extent that its release would interfere with the investigative process. See 32 CFR Part 293.

CIG-07

System name:

Decision Support System (DSS) - OAIG-AUD.

System location:

Office of the Assistant Inspector General for Auditing (OAIG-AUD); Planning, Resources, and ReportsDivision, Room 801, 400 Army Navy Drive, Arlington, VA 22202-2884. Audit is a component of the Office of the Inspector General (OIG), Department of Defense (DoD). Portions of the system may be maintained by other components of OIG.

Categories of individuals covered by the system:

All active personnel employed by the OIG Audit activities to include retired and separated employees. Records on former employees are maintained for two years after termination, reassignment or retirement.

Categories of records in the system:

Data on individual's current employment status, training experiences, audit and training venues and the following personal data: Name, home address and telephone number, date of birth, race and sex, veterans preference code, handicap code, pay grade and step, federal pay plan, duty address and telephone number, security clearance, computer access code, entered on duty date, service computation date, date of last promotion, date of next evaluation, date of last evaluation, position title, education, number of training days, date of release, hourly rate, career status code, and employee status code.

Authority for maintenance of the system:

Pursuant to the authority contained in the Inspector General Act of 1978, (Pub. L. 95-452), as amended , and DoD Directive 5106.1, (32 CFR Part 376) implementing the law, the Inspector General, DoD, is authorized to organize, direct, and manage the Office of the Inspector General, to include the creation and the maintenance of any necessary records. E.O. 9397(SSN)

Purpose(s):

Information is used for:

(a) Personnel and Billet reporting; used by the Staff Manager and all levels of management in the monitoring of personnel actions in regard to promotion eligibility, filling of vacancies, and tracking of personnel transfers and reassignments within the OAIG-AUD. Security clearance notification is provided to all audited activities in advance of visits by audit personnel.

(b) Audit project management and auditor assignment control and reporting; used by managers to maximize manpower resources and to provide audit cost summary data. Resource information includes audit number, milestone dates, projected travel costs, and projected staffing costs.

(c) Staff Utilization reports; used by managers primarily to track manhours allocated towards audit preparation and active audit projects, to allow for more effective scheduling of unassigned personnel, and to categorize indirect time expended for end-of-year reporting.

(d) Travel reporting; tracking temporary duty (TDY) travel frequency and duration. Utilized by managers for workload planning, travel scheduling, and to control travel costs on assigned audit projects.

(e) Time and Attendance (T&A) reporting; provided by all audit activities, to include regional offices in the United States and Overseas. Used by T&A Coordinators to assist in providing time and attendance to the centralized payroll system.

(f) Training reporting, used primarily by the Training Officer and by all levels of management in determining future training needs, to schedule in-house training, and for the monitoring and administering of training for individual development.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from the system may be provided to other Federal, State and Local Agencies when it is necessary to coordinate responses or denials. The Blanket Routine Uses set forth at the beginning of the OIG listing of record system notices also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The DSS system of records is currently stored on direct access disk and magnetic tape backup at the Washington Computer Center (WCC), United States Department of Agriculture, Washington, DC 20250.

Retrievability:

Records can be retrieved by SSN. A specified data element or a combination thereof contained in this system of records can be used for accessing information.

Safeguards:

Computer systems in which records reside are located in secured rooms accessible only to authorized personnel. Access to the DSS is protected through the use of assigned user/ID's and passwords for entry to the different subsystem applications. Once entry is acknowledge by the system; individual(s) are only allowed to perform predefined transactions/processes on files according to their access levels and functionality.

Retention and disposal:

Active records for individuals are maintained continuously or as needed. Deletion of records from the system for inactive individuals are performed on employee's date of retirement, separation or transfer to another organization. Machine records are destroyed by erasure or overprinting. Paper records are destroyed as if classified waste.

System manager(s) and address:

Assistant Inspector General for Auditing, OIG, DoD, Room 1010, 400 Army Navy Drive, Arlington, VA 22202-2884. Telephone: (202) 697-9108.

Notification procedure:

Written requests for access should be addressed to the System Manager. Individuals requesting information should provide proper identification and the location where the individual's record resides; written request must be signed by the individual making the request.

Record access procedures:

Active, retired, separated, or transferred individuals may request access to their records through a formal written request to the System Manager.

Contesting record procedures:

Agency rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager and are contained in OSD Administrative Instruction No. 81 (32 CFR Part 286b) and IG DoD Policies and Procedures Manual, Chapter 33.

Record source categories:

Official Personnel Folder and other personnel input documents, activity supervisors, applications and other official OAIG-AUD forms completed by the individual.

Exemptions claimed for the system:

None.

CIG-08

System name:

Classified Information Nondisclosure Agreement (NdA).

System location:

Chief, Security Branch, Personnel and Security Division, Director for Administration, IG DoD, 400 Army Navy Drive, Arlington, VA 22202-2803.

Categories of individuals covered by the system:

All employees of the Office of the Inspector General, Department of Defense, assigned to sensitive positions and requiring access to classified information.

Categories of records in the system:

File contains originals of SF 189, Classified Information Nondisclosure Agreements, signed by DoD Inspector General employees.

Authority for maintenance of the system:

Title 18, U.S. Code; Sections 641, 793, 794, 798 and 952; Title 50, U.S. Code; Section 783(b) and Intelligence Identities Protection Act of 1982; Executive Order 12356 and Executive Order 9397; 32 CFR Part 2003.

Purpose(s):

To maintain a record of signed Standard Forms 189 which are used as a condition precedent to authorizing individuals access to classified information. The use of the form will enhance the protection of national security information and/or will reduce the cost associated with its protection.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The blanket routine uses set forth at the beginning of the DoD Inspector General listing of record system notices also apply to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and computer files on floppy disks.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are accessible only by authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinet after normal business hours and the building is secured. The computer hardware, disks, and other materials are secured in a locked storage facility which houses the personal computer with limited access.

Retention and disposal:

Records are retained for 50 years from date of signature and then destroyed.

System manager(s) and address:

Chief, Security Branch, Personnel and Security Division, Director for Administration, IG DoD, 400 Army Navy Drive, Arlington, VA 22202-2803.

Notification procedure:

Information may be requested and obtained from Personnel and Security Division, Director for Administration, Room 434, 400 Army Navy Drive, Arlington, VA 22202-2803. Telephone: (202) 697-5063.

Record access procedures:

Request from individuals should be addressed to the above System Manager. Written requests for information should contain full name of the individual, current address, telephone number, and if applicable, current business address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in OSD Administrative Instruction No. 81 (32 CFR Part 286(b)) and IG DoD Policies and Procedures Manual, Chapter 33.

Record source categories:

Data maintained in the system is obtained from Standard Form 189, Classified Information Nondisclosure Agreement, completed by the individual concerned.

Exemptions claimed for the system:

None.

CIG-09

System name:

Personnel Security Clearance/Eligibility Data.

System location:

Chief, Security Branch, Personnel and Security Division, Director for Administration, 400 Army Navy Drive, Arlington, VA 22202.

Categories of individuals covered by the system:

All civilian and military personnel of the IG, DOD who have been found eligible for employment/assignment in a sensitive position and/or granted a security clearance for access to information classified in the interests of national security.

Categories of records in the system:

Computer record of each individual in the Personnel Security Clearance/Eligibility Data system. Computer listings are generated from this system in the form of a Personnel Security Clearance/Eligibility Listing. Printouts provide the respective senior official with complete personnel security data on their personnel who are assigned to sensitive positions. The printout reflects names of each individual authorized access, and their level of access to classified information.

Authority for maintenance of the system:

Executive Order (E.O.) 10450, as amended, which was issued by virtue of the authority vested in the President by Section 7532 of Title 5, United States Code, and their statutes enumerated in E.O. 10450; Executive Order 9397; Department of Defense Regulation, DoD 5200.2-R, Personnel Security Program Regulation, that mandates the establishment of a single Central Adjudication Facility within each Agency to record those adjudications made to support the DoD Personnel Security Program; 32 CFR Part 159.

Purpose(s):

This record system is by IG, DoD Management officials to control the number of, and level of, sensitive positions; identify personnel assigned to these positions; and to determine whether personnel have been granted a clearance and the level of such clearance or access authorized.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information on the clearance/eligibility status of individuals may be provided to the appropriate clearance access officials of other agencies when necessary in the course of official business. Certifications of clearance are issued to officials of other agencies when necessary in the course of official business. The blanket routine uses set forth at the beginning of the DoD Inspector General listing record system notices also apply to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in folders; computer print-outs and automated data base files.

Retrievability:

Records are contained in the data base and are retrievable by name, social security number (SSN), and various other keys.

Safeguards:

Records are maintained in areas that conform to applicable DoD security policies for safeguarding the record. Access to and retrieval from computerized files is limited to authorized users and is password protected/restricted.

Retention and disposal:

New Personnel Security Clearance/Eligibility data listings are printed monthly, prior listings are destroyed within 90 days. Records are purged from active files 18 months after employee departs the IG.

System manager(s) and address:

Chief, Security Branch, Personnel and Security Division, Director for Administration, IG DoD, 400 Army Navy Drive Arlington, Va 22202.

Notification procedure:

Written or personal requests for information may be directed to the system manager.

Record access procedures:

Written requests for information should contain the full name, SSN, current address and telephone numbers of the individual requestor. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned or contained in OSD Administrative Instruction NO.81 (32 CFR Part 286(b) and IG DoD Policies and Procedures Manual, Chapter 33).

Record source categories:

Certificates of clearance and/or record of personnel security investigations which are completed during a review of reports of investigations conducted by the Department of Defense and other Federal investigative organizations. Also, personnel security files are maintained on individuals.

Exemptions claimed for the system:

None.

CIG-10

System name:

Validation of Credentials of DoD Contractors' Employees.

System location:

Department of Defense (DoD), Office of the Assistant Inspector General for Analysis and Followup, Analysis & External Coordination, 400 Army Navy Drive, Arlington, VA 22202-2884.

Categories of individuals covered by the system:

Individuals employed by DoD Contractors, to include Consultants to the Contractors, selected on a random basis for validation of credentials.

Categories of records in the system:

Résumés containing personal information consisting of an individual's name, social security number, schools attended, location of schools, degree(s) awarded, date(s) awarded, work history and last known or current address. Records also contain documents validating the individual's educational credentials, experience, and state, federal and/or board certification(s).

Authority for maintenance of the system:

Pub. L. 95-452, the Inspector General Act of 1978, as amended; 10 U.S.C. Section 133, Secretary of Defense: Appointment, Powers, Duties and Delegation by: DoD Directive 5106.1, "Inspector General of the Department of Defense" (32 CFR Part 373).

Purpose(s):

To validate credentials such as education, experience, and state, federal and/or board certification of persons employed by DoD Contractors, where such credentials have been cited as part of the cost basis for accomplishing contract requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Office of Inspector General's compilation of record system notices apply to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, computer magnetic disks and paper printouts in secure filing cabinets.

Retrievability:

Paper records filed in folders and computer magnetic disks retrieved by using a computerized index of names.

Safeguards:

Paper records are filed in folders stored in a locked filing cabinet. Computer disks and printouts are stored in a locked filing cabinet. Locked filing cabinets are stored in a limited access area.

Retention and disposal:

Paper records and computer disks are to be retained until completion of the overall validation process and data analysis, then destroyed. Where discrepancies occur in the listed credentials, during the validation process, those credentials at issue will be submitted to the Assistant Inspector General for Investigation for follow-up to resolve the issue.

System manager(s) and address:

DoD Inspector General, Office of the Assistant Inspector General for Investigations, ATTN: Assistant Director, FOIA/PA Division, 400 Army Navy Drive, Arlington, VA 22202-2884.

Notification procedure:

Written requests should be addressed to the System Manager and should be notarized.

Record access procedures:

Individuals seeking access to records pertaining to them should submit a written request as indicated in "Notification procedure." Individual should provide his/her full name (first, middle, last), former maiden and married names or other aliases, name of DoD

Contractor for whom employed and approximate dates, and current address.

Contesting record procedures:

The rules for contesting and appealing initial determination will be provided upon request to the System Manager.

Record source categories:

DoD Contractor bid packages and/or personnel files, colleges/universities, and state/federal licensing and/or certification boards. To the extent that follow-up to resolve discrepancies is required, information collected directly from the individual may be included in investigative inquiries.

Exemptions claimed for the system:

None.

CIG-11

System name:

Budget Information Tracking System (BITS).

System location:

Department of Defense (DoD), Office of the Assistant Inspector General for Administration and Information Management, Financial Management Directorate, 400 Army Navy Drive, Room 567A, Arlington, VA 22202-2884.

Categories of individuals covered by the system:

All DoD Inspector General employees who participate in IG Travel, Permanent Change of Station (PCS), Awards, and Training.

Categories of records in the system:

Cost records of IG employees who have been approved for Temporary Duty and Blanket Travel; employee training; Permanent Change of Station (PCS); and employee cash awards.

Authority for maintenance of the system:

Public Law 95-452, the Inspector General Act of 1978, as amended; 10 U.S.C. 133, Secretary of Defense: Appointment, Powers, Duties and Delegation by; DoD Directive 5106.1, "Inspector General of the Department of Defense" (32 CFR part 373); and Executive Order 9397.

Purpose(s):

Information is used in determining current year execution and future budgetary requirements for the Office of the Inspector General. Personal information such as individual's name, Social Security Number and grade/rank are used as follows:

a. Tracking temporary duty travel costs. Personal information, individual's name and Social Security Number are used as unique identifiers used in querying the system for cost data.

b. Tracking blanket travel costs and effective dates.

c. Tracking training costs and requirements.

d. Tracking Permanent Change of Station (PCS) costs.

e. Tracking cash award costs. Personal information, grade/rank are used in determining the cash award ceiling and range available to the individual proposing the cash award.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" set forth at the beginning of the Office of the Inspector General's compilation of record system notices apply to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer disks, stored in a fireproof safe. Paper records are forwarded to the appropriate office within the Inspector General for storage.

Retrievability:

Records are retrieved by Social Security Number. A specified data element or a combination thereof contained in this system of records can be used for accessing information.

Safeguards:

Access to the system is protected/restricted through the use of assigned user identification/passwords for entry into system modules.

Retention and disposal:

Records are maintained for the current fiscal year. Records are then archived and stored in a fireproof safe for three years. At the end of the third year, the archived disks and paper records are destroyed.

System manager(s) and address:

Assistant Director, FOIA/PA Division, Office of the Assistant Inspector General for Investigations, 400 Army Navy Drive, Room 1016, Arlington, VA 22202-2884.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Assistant Director, FOIA/PA Division, Office of the Inspector General for Investigations, 400 Army Navy Drive, Arlington, VA 22202-2884. The request should contain the full name, address, and Social Security Number of the individual.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Assistant Director, Office of the Inspector General for Investigations, 400 Army Navy Drive, Arlington, VA 22202-2884. The request should contain the full name, address, and Social Security Number of the individual.

Contesting record procedures:

Agency rules for accessing records and for contesting contents and appealing initial IG determinations by the individual concerned are published in OSD Administrative Instruction No. 81, "OSD Privacy Program"; 32 CFR part 286b; or may be obtained from the system manager.

Record source categories:

Data maintained in the system is obtained directly from the individual on the following forms:

A. Request to Temporary Duty Travel Form, provided to the Travel Section with information obtained from the individual traveler;

b. Request for Permanent Change of Station Form, provided by the Personnel and Security Directorate and Travel Section with information obtained from the individual;

c. Request for Training Form, provided by the Training Officer within each segment of the Office of the Assistant Inspector General with information obtained from the individual; and

d. Incentive Awards Nomination and Action Form, provided by the Personnel and Security Directorate with information obtained from an individual's supervisor and personnel records.

To the extent that a follow-up to resolve discrepancies is required, information is collected directly from the individual or the appropriate office within the Office of the Inspector General on Department of Defense (DD) Forms 1610 and 1614, Standard Form 182, and IG Form 1400.430-3.

Exemptions claimed for the system:

None.

OFFICE OF THE SECRETARY OF DEFENSE

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Office of the Secretary of Defense (OSD), a Component of the Department of Defense, is located in the Pentagon. In providing immediate staff assistance and advice to the Secretary of Defense, independently organized and identified offices function in full coordination and cooperation. Therefore, the Office of the Secretary of Defense systems of records are not maintained or arranged by subject but established in functional areas of a particular responsible staff office. The Office of the Secretary of Defense includes the offices of the Under Secretaries of Defense, the Assistant Secretaries of Defense, the Assistants to the Secretary of Defense, the General Counsel, DoD, and such other staff offices as the Secretary of Defense establishes to assist him in carrying out his duties and responsibilities.

HOW TO USE THE INDEX GUIDE. To assist the reader in locating and reviewing the particular record system of interest, the various staff offices and the prefix letter symbols represented as part of the record system identification for that office are set forth below.

OSD OFFICES	LETTER IDENTIFICATION
Office of the Assistant to the Secretary of Defense (Atomic Energy)	DAE
Office of the Defense Audit Service	DAS
Office of the Special Assistant to the Secretary and Deputy Secretary of Defense	DATSD
Office of the Assistant Secretary of Defense (Comptroller)	DCOMP
Office of the General Counsel, DoD	DGC
Office of the Assistant Secretary of Defense (Health Affairs)	DHA
Office of the Director, Information Operations and Reports	DIO&R
Office of the Assistant Secretary of Defense (International Security Affairs)	DISA
Office of the Assistant to the Secretary of Defense (Legislative Affairs)	DLA
Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics)	DMRA&L
Office of the Directorate for Health Services (OCHAMPUS), DoD	DOCHA
Office of the Assistant Secretary of Defense (Program Analysis and Evaluation)	DPA&E
Office of the Assistant Secretary of Defense (Public Affairs)	DPA
Office of the Commandant, Defense Systems Management College	DSMC
Office of the Director, Washington Headquarters Services	DWHS
Office of the Under Secretary of Defense for Policy	DUSDP
Office of the Under Secretary of Defense for Research and Engineering	DUSDRE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuane clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices, including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

DATSD 03

System name:

Files of Personnel Evaluated for Non-Career Employment in DoD.

System location:

Primary Location - Air Force Data Services Center, Room 3A1066, The Pentagon, Washington, D.C. 20330. Hardcopy located at Office of the Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301.

Categories of individuals covered by the system:

Active and inactive employees/candidates employed/seeking non-career positions in DoD, including consultants and committee members.

Categories of records in the system:

Personnel files consist of resumes, forwarding correspondence between internal offices within DoD, transmittal correspondence from individuals, industry, other departments and agencies, and the Executive/Legislative Branch of the Federal Government. Correspondence consists of requests for employment or recommendations of others for employment for non-career positions, and memoranda confirming telephonic queries. Card files consist of DoD consultants or members of committees, home and business addresses, and approval dates.

Authority for maintenance of the system:

Title 10, US Code, Section 133.

Purpose(s):

Files are collected to evaluate qualifications of individuals seeking or who have been recommended for non-career positions within DoD. Records are used in searching for qualified candidates for forthcoming vacant positions. Files are reviewed by authorized personnel within the immediate Office of the Secretary of Defense. Files of individual candidates are sent to presidential personnel for clearance. Records are used to track consultancy or memberships, home and business addresses, particular expertise, and entry/exit date.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) blanket routine uses at the head of this component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards in card files, computer disks, and computer paper printouts.

Retrievability:

Information accessed by last name of individual. Individual user codes and passwords required to access information stored in computer.

Safeguards:

Building employs security guards. Sensitive manually stored data kept in locked cabinets or safes and may be accessed only by authorized personnel. Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords.

Retention and disposal:

Active files are retained as long as an individual is employed within DoD. Inactive files are screened upon termination of employment with DoD to determine their retention value for possible future non-career employment i.e., some files are destroyed upon termination of employment while other files may be retained for an indefinite period depending on the background and experience of individual.

System manager(s) and address:

Ms. Marybel Batjer, Office of Assistant to the Secretary and Deputy Secretary of Defense, Room 3E941, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Requests from individuals should be addressed to the Office of the Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301. Visits are limited to the Office of the Assistant to the Secretary and Deputy Secretary of Defense. Written requests for information should contain the full name of the individual and social security number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, building access identification card, etc.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following: Office of the Assistant to the Secretary and Deputy Secretary of Defense, Room 3E941, The Pentagon, Washington, D.C. 20301. Telephone: 202-697-7968.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Files are originated in the Office of the Assistant to the Secretary and Deputy Secretary of Defense, with information that has been referred by others or aplicants for non-career positions.

Exemptions claimed for the system:

None.

DHA 03

System name:

Pentagon Employee Referral Service (PERS) Counseling Records.

System location:

Pentagon Employee Referral Service, c/o Civilian Employees Health Services Clinic, Room 1E356, Pentagon, Washington, DC 20310-6800.

Categories of individuals covered by the system:

All civilian DoD employees assigned to duty in the Pentagon and environ who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

Records on patients which are generated in the course of professional counseling. Records consist of information on condition, current status, progress and prognosis for patients who have personal, emotional, alcohol or drug dependency problems, including admitted or urinalysis-detected illegal drug abuse.

Authority for maintenance of the system:

5 U.S.C. 43; 5 U.S.C. 310; 5 U.S.C. 7301; 10 U.S.C. 3012; 42 U.S.C. 290dd-3 and 290ee-3; 42 U.S.C. 4582; Pub. L. 100-71; Executive Order 12564, "Drug-Free Federal Workplace"; and Executive Order 9397.

Purpose(s):

To record counselor's observations concerning patient's condition, current status, progress prognosis and other relevant treatment information regarding patients in an employee assistance treatment facility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with provisions of 5 U.S.C. 7301 and 42 U.S.C. 290dd-3 and 290ee-3, the Office of the Secretary of Defense "Blanket Routine Uses" do not apply to this system of records.

Records in this system may not be disclosed without the prior written consent of such patient, unless the disclosure would be:

To medical personnel to the extent necessary to meet a bona fide medical emergency;

To qualified personnel for the purpose of conducting scientific research, management audits, financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit, or evaluation, or otherwise disclose patient identities in any manner; and

If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders are stored in filing cabinets. Extracts of treatment records are entered into an electronic database on a microcomputer.

Retrievability:

Manual and automated records are retrieved by patient's last name, Client Case Number, and Social Security Number.

Safeguards:

Paper records are maintained in file cabinets that are locked when the office is not occupited by authorized personnel. The automated database files are on a password-protected, stand alone microcomputer. All patient records are maintained and used with the highest regard for patient privacy. Only persons on a need-to-know basis and trained in the handling of information protected by the Privacy Act have access to the system.

Retention and disposal:

Paper records are destroyed five years after termination of counselling. Destruction is by shredding, pulping, macerating, or burning.

Electronic records are purged of identifying data five years after termination of counselling. Aggregate data without personal identifiers is maintained for management/statistical purposes until no longer required.

System manager(s) and address:

Director, Pentagon Employee Referral Service, Room 1E356, Pentagon, Washington, DC 20310-6800.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Director, Pentagon Employee Referral Service, Room 1E356, Pentagon, Washington, DC 20310-6800. The request should contain the full name, address, Social Security Number and the notarized signature of the subject individual.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Director, Pentagon Employee Referral Service, Room 1E356, Pentagon, Washington, DC 20310-6800. The request should contain the full name, address, Social Security Number and the notarized signature of the subject individual.

Contesting record procedures:

The Office of the Secretary of Defense (OSD) rules for accessing records and for contesting contents and appealing initial OSD determinations by the individual concerned are published in OSD Administrative Instruction No. 81, "OSD Privacy Program"; 32 CFR part 286b; or may be obtained from the system manager.

Record source categories:

Patient, counselors, supervisors, co-workers or other agency or contractor-employee personnel; private individuals to include family members of patient and outside practitioners.

Exemptions claimed for the system:

None.

DGC 02

System name:

Private Relief Legislation File.

System location:

Legislative Reference Service, Defense Legal Services Agency, Department of Defense, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals for whom private relief legislation has been introduced in Congress.

Categories of records in the system:

Private relief legislation files of the Department of Defense, contain the history of legislation concerns individuals and contains information about them.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 133 and 137.

Purpose(s):

These files are used by the attorneys in the Office of the General Counsel, Office of the Secretary of Defense and personnel in the Department of Defense to produce working papers in development of a department position.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name and bill number.

Safeguards:

Stored in metal filing cabinets where they are kept in a locked room.

Retention and disposal:

Files are retained as long as there is an office interest in the legislation after which they are destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Director, Legislative Reference Service, Defense Legal Services Agency, Department of Defense, Room 3D282, Pentagon, Washington, D.C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager, Director, Legislative Reference Service, Defense Legal Services Agency, Department of Defense, Room 3D282, Pentagon, Washington, D.C. 20301. Valid proof of identity is required.

Record access procedures:

Procedure for gaining access by an individual to his records may be obtained from the following: Office of the Assistant General Counsel (Legal Counsel), Room 3E988, Pentagon, Washington, D.C. 20301 202-697-2714.

Contesting record procedures:

Office of the Assistant General Counsel (Legal Counsel), at the address above may be contacted to obtain rules for contesting contents of records and appealing initial determinations.

Record source categories:

Information contained in Private Relief Legislative files is obtained from various sources including correspondence with the Legislative Branch and inputs by the components of the Department of Defense.

Exemptions claimed for the system:

None.

DGC 04

System name:

Industrial Personnel Security Clearance Case Files.

System location:

Directorate for Industrial Security Clearance Review (DISCR), Defense Legal Service Agency (DLSA) Department of Defense (DoD), 4015 Wilson Blvd., Suite 300, P. O. Box 3656, Arlington, Va. 22203-1995. Decentralized inactive segments at the Washington National Records Center, and at the U.S. Army Investigative Records Depository, Fort Meade, Maryland 20755. Automated records are maintained on a system V5-02,Defense Central Index of Investigations, at Defense Investigative Service, Personnel Investigations Center, Baltimore, MD.

Categories of individuals covered by the system:

Government contractor employees, and former employees whose industrial security clearance cases were referred to DISCR for adjudication under Executive Order 10865 as implemented by DoD Directive 5220.6 by the Defense Industrial Security Clearance Office (DISCO) or by the Director Defense Investigative Service (DIS).

Categories of records in the system:

System includes, automated case status records for current cases and inactive cases and an alphabetical card index file for records of cases prior to 1984 used for recording actions taken and for identification and location of case files within the system; individual case files which include requests for investigation and clearances, general correspondence relating to case, personnel security questionnaires, investigative reports prepared by various investigative agencies, medical and psychiatric records and evaluations, DISCO referral recommendation, correspondence between the individual and DISCR elements, DISCO, medical facilities, DoD Psychiatric Consultants, investigative agencies, other DoD and Federal agencies, Screening Board, Examiners and the Appeal Board, attorneys, elements of the office of the Secretary of Defense and Defense Investigative Service, written interrogatories and Statement of Reasons (SOR) to individuals, with replies, recommendations, summaries, records of adjudicative actions, transcript of hearings and exhibits. Supplementing the system's case files are redacted copies of DISCR administrative and adjudicative decisions from July 1961 to date. Names and identifying information of applicant's, witnesses, source of information, etc., are deleted from these redacted record's to protect the privacy of persons involved.

Authority for maintenance of the system:

Executive Order 10865, 'Safeguarding Classified Information Within Industry,' dated February 20, 1960, as amended by Executive Order 10909, dated January 17, 1961, DoD Directive 5220.6, 'Industrial Personnel Security Clearance Program' dated December 20, 1976, DoD Regulation 5200.2R 'DoD Personnel Security Program.'

Purpose(s):

These records are collected and maintained to determine whether the granting or retention of security clearance to industrial contractor personnel is clearly consistent with the national interest, to record clearance adjudicative actions and determinations; to record processing steps taken and processing time; to prepare statistical listings and summaries; to document due process actions taken, to assist authorized DoD Consulting Psychiatrist to compile evaluations and reports; to respond to inquiries from Presidential Staff offices when the inquiry is made at the request of the individual; to monitor and control adjudicative actions and processes. Automated case status system and card files are used to record statistics, provide location and status and internal identification of cases, to prepare listings and statistical reports and summaries, and to monitor work flow and actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to the Department of Justice in determining claims for reimbursement in preparation of hearings, appeals and Federal Court review. Also see DoD blanket routine uses at the beginning of DoD listing of system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders, and on vertical file cards; automated records in electronic storage are maintained on magnetic tapes and discs at Defense Investigative Service, Personnel Investigations Center, Baltimore, MD.

Retrievability:

Filed alphabetically by name or by case number. Access to computer data may be made by name and SSAN and a combination of name and other personnel identifying data.

Safeguards:

Files folders and cards are stored in safes or locked file containers locked in a limited access area, and are accessible only to DISCR authorized personnel. All records are stored, processed, transmitted and protected as the equivalent of classified information. Records are accessed by the custodian of the record system and by persons responsible for servicing the system, who are properlyscreened and cleared for need-to-know. Computer hardware is located in locked areas controlled and guarded, with access limited to authorized personnel. Computer access is via dedicated data circuits which prevent access from standard dial-up telephones and is individually password controlled. Individual passwords are changed quarterly or are changed upon departure of personnel. The automated system is operated by Defense Investigative Service, Personnel Investigations Center, Information Systems Division. Only DISCR personnel with an official need-to-know are given individual passwords and user identification information needed to access the computer system and amend, add, alter, change or delete DISCR records. Other authorized contributors and users of the Defense Central Index of Investigations are authorized read-only access to DISCR case status records in that system.

Petention and disposal:

Completed case files are retained in office files for two years after annual cut-offs, then are retired to the Washington National Records Center, for an additional 20 years. Inactive, completed case files prior to 1982 are maintained at the U.S. Army Investigative Records Repository, Ft. Meade, MD 20755. Automated electronic case status records and alphabetical card index files are retained as locator for both active and inactive records. Computer data and alphabetical card files are purged when the inactive case file is no longer retained.

System manager(s) and address:

Director, Directorate for Industrial Security Clearance Review (DISCR), P. O. Box 3656, 4015 Wilson Boulevard, Suite 300, Arlington, Va. 22203-1995.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access to records from the System Manager. Written requests from individuals must be notarized and should be sent to Directorate for Freedom of Information and Security Review, OASD(PA), Room 2C757, Pentagon, Washington, D. C. 20301-1400 and should include the individual's full name, and any former names, date and place of birth, and Social Security Account Number (SSAN). Request for copies of redacted, final determination should be sent to the System Manager, and should include OSD Case Number of the records requested.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is received from investigative reports from federal investigative agencies; personnel security records and correspondence; medical and personnel records, reports and evaluations; correspondence from contractors, employers, organizations of assignment and Federal agencies DoD organizations, agencies and offices; from individual, their attorneys or authorized representatives.

Exemptions claimed for the system:

Parts of this record system may be exempt under 5 U.S.C. 552a(k)(5). For additional information contact the System Manager.

DGC 05

System name:

Administrative Files on Active Psychiatric Consultants to Department of Defense (DoD).

System location:

Directorate for Industrial Security Clearance Review (DISCR), Defense Legal Services Agency (DLSA), DoD, P.O. Box 3656, 4015 Wilson Boulevard, Arlington, Virginia 22203-1995.

Categories of individuals covered by the system:

Psychiatric consultants who have entered into agreement with the Department of Defense to conduct psychiatric examination of individuals applying for industrial security clearance for access to classified information required in the performance of their work for classified Government contractors.

Categories of records in the system:

Records filed alphabetically by last name of psychiatrist, consisting of correspondence concerning agreement to conduct psychiatric examinations requested by the Government; and initiation and confirmation of security clearance is issued to psychiatrists. Current list of active DoD psychiatric consultants. Alphabetical card index file for identification and address of active psychiatric consultants.

Authority for maintenance of the system:

DoD Directive 5220.6, 'Industrial Personnel Security Clearance Program,' December 20, 1976; Executive Order 10865, February 20, 1960, and Deputy Secretary of Defense Memorandum dated October 20, 1965, Subject: Employment of Psychiatric Consultants for Industrial Security Program.

Purpose(s):

The purpose of this system is to maintain a research of active psychiatric consultants available to conduct psychiatric examinations of individual applicants for industrial personnel security clearance in convenient geographical areas. Psychiatric consultants have active professional service agreements with the Department of Defense (DoD) and are used by DISCR, in processing requests for industrial personnel security clearance of individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of the Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, vertical file cards.

Retrievability:

Alphabetically by surname.

Safeguards:

Records are stored in security combination locked file cabinets accessible only to DISCR authorized personnel.

Retention and disposal:

Destroy six months after agreement between consultant and DoD has been terminated.

System manager(s) and address:

Director, Directorate for Industrial Security Clearance Review, P. O. Box 3656, 4015 Wilson Boulevard, Suite 300, Arlington, VA 22203-1995.

Notification procedure:

Information may be obtained from the System Manager, DISCR, at above address. Telephone: 202-696-4598.

Record access procedures:

Requests from individuals should be addressed to the Directorate for Freedom of Information and Security Review, OASD(PA), Room 2C257, Pentagon, Washington, D. C. 20301-1400. Written requests should include the individual's full name, date and place of birth, and notarized signature. The records requested may be made available to individuals for review at the above address.

Contesting record procedures:

The Agency's rules for access to records and for contesting contests and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Adminstrative Instruction No. 81.

Record source categories:

Copy of Letter of Consent (for Security clearance), DISCO Form 560, and correspondence with individual psychiatrists.

Exemptions claimed for the system:

None.

DGC 06

System name:

Attorney and Summer Intern Position Applications.

System location:

Office of the Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any person who applies to the Office of General Counsel of DoD for an attorney position for a summer intern position.

Categories of records in the system:

Files contain copies of letters and any other documents submitted by applicants, such as resumes, SF-171s, and applicant writing samples, and also contains response from the Office of the General Counsel.

Authority for maintenance of the system:

Title 5, United States Code, Section 3101.

Purpose(s):

To consider applicant qualifications for available positions in the Office of the General Counsel and the Defense Legal Services Agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of thie Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Documents filed chronologically in folders. Summer intern applicants filed alphabetically, with separate storage for first and second year students.

Storage:

Paper records in file folders.

Retrievability:

By name card index indicating date in chronological file folder. Summer intern files retrievable by alphabetical file folders.

Safeguards:

Building employs security guards. Records are maintained in file cabinets to which office personnel grant access only to those with a need to know. Training and screening of office personnel regarding protection of sensitive legal files is applicable to the subject file.

Retention and disposal:

Records are maintained for a one-year period. They are destroyed monthly. Summer intern applicant files are destroyed at the end of the summer.

System manager(s) and address:

Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Assistant General Counsel (Manpower & Health Affairs), Office of the Secretary of Defense, Room 3E999, Pentagon, Washington, D.C. 20301. Telephone: 202-697-9341.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b (See also OSD Administrative Instruction No. 81).

Record source categories:

Application and related forms from the individuals for position.

Exemptions claimed for the system:

None.

DHA 01

System name:

Medical Malpractice Claims Data File.

System location:

Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, The Pentagon, Washington, DC 20301-1200.

Categories of individuals covered by the system:

Individuals include health care providers named in malpractice/professional negligence claims abstracted and reported whether the claim was denied, closed favorably for the plaintiff or for the U.S. Government and patients of the health care providers, identified to the extent of Social Security Number of military sponsor.

Categories of records in the system:

Case records relating to malpractice claims recorded against DoD. Record fields consist of Facility Name, Military Department, Date of Incident, Date Claim Filed, Date Claim Closed, Litigation Settlement Data, Diagnosis and Treatment Procedures, Injury Extent Classification, Social Security Number of Military Sponsor, Patient Allegation(s) of Malpractice, Professional Review Assessment, Provider Name, Social Security Number and Medical Specialty.

Authority for maintenance of the system:

42 U.S.C. 11101 (Pub. L. 99-660, "Health Care Quality Improvement Act of 1986"); 42 U.S.C. 11131-11134; and E.O. 9397.

Purpose(s):

To collect malpractice claims data provided by the Military Services. The data are used to conduct trend analyses of DoD Medical Quality Assurance Programs and to facilitate DoD compliance with requirements of the Health Care Quality Improvement Act of 1986, which includes establishment of a National Data Bank for compilation of medical malpractice information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of the Secretary of Defense (OSD) "Blanket Routine Uses" published at the head of this components system notices compilation are applicable to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on paper in file folders and on a microcomputer system.

Retrievability:

Hard copy is filed by sponsor's Social Security Number. Electronic records may be accessed by search on Social Security Number of Military Sponsor.

Safeguards:

Records are accessed by authorized personnel with an official need-to-know who have been trained for handling Privacy Act data. Hard copy records are maintained in locked cabinets in restricted access areas. Computer files are accessed on a password-protected stand alone microcomputer system with a mechanical lock for additional protection.

Retention and disposal:

Paper records are destroyed after five years. The microcomputer database files are destroyed after five years. Conversion of data to aggregate form with stripping of data fields, not to include personal identifiers, is performed on older data for statistical and other data analysis uses.

System manager(s) and address:

The Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, Room 3D360, The Pentagon, Washington, DC 20301-1200.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves must address written inquiries to the Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, Room 3D360, The Pentagon, Washington, DC 20301-1200.

The request should contain the full name of either the medical professional or military sponsor, requesting individual's Social Security Number (or Social Security Number of military sponsor, if inquiry is by a claimant), military department and medical facility and notarized signature of the requester, and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records must address written inquiries to the Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, Room 3D360, The Pentagon, Washington, DC 20301-1200.

Contesting record procedures:

The Office of the Secretary of Defense rules for accessing records and for contesting contents and appealing initial determinations are published in OSD Administrative Instruction No. 81, "OSD Privacy Program"; 32 CFR Part 286b; or may be obtained from the system manager.

Record source categories:

Medical facilities of the military departments.

Exemptions claimed for the system:

None.

DHA 02

System name:

Adverse Clinical privilege Actions Data File.

System location:

Office of the Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, The Pentagon, Washington, DC 20301-1200.

Categories of individuals covered by the system:

All privileged health care providers in the DoD Health Care System.

Categories of records in the system:

Files consist of case reports to the ASD(HA) concerning permanent actions on the limitation, revocation, or reinstatement of clinical privileges of DoD military and civilian health care providers.

Authority for maintenance of the system:

10 U.S.C. 1102 and Executive Order 9397.

Purpose(s):

To collect and update adverse clinical privilege data provided by the military services to the ASD(HA). The consolidation of Service data is used by ASD(HA) to conduct trend analyses of DoD Medical Quality Assurance Programs.

To an officer, employee, or contractor of the Department of Defense who has a need for such record or testimony to perform official duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To a Federal executive agency or private organization, if such medical quality assurance record or testimony is needed by such agency or organization to perform licensing or accreditation functions related to Department of Defense Health care facilities or to perform monitoring, required by law, or Department of Defense health care facilities.

To an administrative or judicial proceeding commenced by a present or former Department of Defense health care provider concerning the termination, suspension, or limitation of clinical privileges of such health care provider.

To a governmental board or agency or to a professional health care society or organization, if such medical quality assurance record or testimony is needed by such board, agency, society, or organization to perform licensing, credentialing, or the monitoring of professional standards with respect to any health care provider who is or was a member or an employee of the Department of Defense.

To hospital, medical center, or other institution that provides health care services, if such medical quality assurance record or testimony is needed by such institution to assess the professional qualifications of any health care provider who is or was a member or employee of the Department of defense and who has applied for or been granted authority or employment to provide health care services in or on behalf of such institution.

To a criminal or civil law enforcement agency or instrumentality charged under applicable law with the protection of the public health or safety, if a qualified representative of such agency or instrumentality makes a written request that such record or testimony be provided for a purpose authorized by law.

In an administrative or judicial proceeding commenced by a criminal or civil law enforcement agency or instrumentality referred to in the above paragraph, but only with respect to the subject of such proceeding.

The Office of the Secretary of Defense (OSD) "Blanket Routine Uses" published at the head of this component's system notices compilation are applicable to this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on paper in file folders and on a microcomputer system.

Retrievability:

Hard copy is filed by medical practitioner's Social Security Number. Electronic records may be accessed by searching on any information field. Retrievable fields are health care provider's Social Security Number, pay grade of provider, years of Federal service of provider, name of medical treatment facility, reason for clinical privileges action and status of Federation of State Medical Boards or State notification, provider specialty, source of accession, and action taken.

Safeguards:

Records are accessed by authorized personnel with an official need-to-know who have been trained for handling Privacy Act data. Hard copy records are maintained in locked cabinets in restricted access areas. Computer files are accessed on a password-protected stand alone microcomputer system with mechanical lock for additional protection.

Retention and disposal:

Paper records are destroyed after five years. The microcomputer database files are destroyed after five years. Conversion of data to aggregate form with stripping of data fields, not to include personal identifiers, is performed on older records for statistical and other data analysis uses.

Destruction of paper records is by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, Room 3D360, The Pentagon, Washington, DC 20301-1200.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves must address written inquiries to the Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, Room 3D360, The Pentagon, Washington, DC 20301-1200, where a log of these requests will be maintained.

The request should contain the full name, subject individual's social security number, Military Department, hospital or medical facility and notarized signature of the requester, and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records must address written inquiries to the Assistant Secretary of Defense (Health Affairs), Office of Professional Affairs and Quality Assurance, Room 3D360, The Pentagon, Washington, DC 20301-1200.

Contesting record procedures:

The Office of the Secretary of Defense rules for accessing records and for contesting contents and appealing initial determinations are published in OSD Administrative Instruction No. 81, "OSD Privacy Program"; 32 CFR Part 286b; or may be obtained from the system manager.

Record source categories:

Medical facilities of the military departments.

Exemptions claimed for the system:

None.

DMRA&L 01.0

System name:

Teacher Correspondence Files.

System location:

Teacher Recruitment Section, Staffing Branch, Office of Dependents Schools, Office of Assistant Secretary of Defense (Manpower, Installations, and Logistics), Room 120, Hoffman Building, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Categories of individuals covered by the system:

Any individual with whom or about whom the Teacher Recruitment Section has correspondence.

Categories of records in the system:

File contains all correspondence received from and responses to individuals writing the Teacher Recruitment Section.

Authority for maintenance of the system:

20 U.S.C. 901-907.

Purpose(s):

The collected information is used by the Teacher Recruitment Section to maintain accurate record of correspondence with individuals making inquiry to Section, any individual records might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order. See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in individual's file folders.

Retrievability:

Filed alphabetically be either the last name of the correspondent or the last name of the employee/applicant the correspondence concerns.

Safeguards:

Building employs security guards, office locked during nonbusiness hours.

Retention and disposal:

Files are retained for one to three years.

System manager(s) and address:

Director, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MI&L), Pentagon, Washington, D.C. 20301-4000.

Notification procedure:

Information may be obtained from: Chief, Teacher Recruitment Section, DoD Office of Dependents Schools, Room 120, Hoffman Building, 2461 Eisenhower Avenue Alexandria, Virginia 22331 Telephone: 202-325-0885.

Record access procedures:

Requests from individuals should be addressed to: Teacher Recruitment Section, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MI&L), Pentagon, Washington, D.C. 20301-4000.Written requests for information should contain full name and address of the individual. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or other identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Correspondence initiated by the individual or by others on his or her behalf and replies.

Exemptions claimed for the system:

None.

DMRA&L 02.0

System name:

Educator Application Files.

System location:

Manual and automated records are maintained at the Teacher Recruitment Section, Personnel Division, Department of Defense Dependents Schools (DoDDS), Hoffman Building I, 2461 Eisenhower Avenue, Alexandria, Virginia 22331 and manual records at the five DoDDS regional personnel offices. A terminal is located in the Hoffman Building complex. Automated records are maintained at the main computer site which is operated by the Washington Headquarters Services/Budget and Finance (WHS/B&F) located in the Pentagon in Arlington, Virginia.

Categories of individuals covered by the system:

Prospective teachers applying for positions within the DoDDS system and current DoDDS teachers and educators applying for either interregional transfers or positions in the DoDDS Educator Career Program.

Categories of records in the system:

Prospective Teachers: Files contain all papers and forms relating to the individuals application for employment to include Personal Qualification Statement (SF 171), Supplemental Application for Employment with DoDDS (DS Form 5010), Professional Evaluation, DoDDS (DS Form 5011), DoDDS-Application Index (DS Form 5012), interviewers worksheets, official college transcripts, copy of teaching certificates, copy of birth certificates and correspondence to or concerning the applicant.

Interregional Transfer Applicants: Files contain all papers and forms relating to the individuals applications. A coded worksheet developed by the regional staff is provided to the central personnel office for processing (remainder of material is retained at the region). Also included are miscellaneous worksheets and correspondence relating to the application.

Educator Career Program Applicants: Files contain all paper and forms relating to the individuals application to include: DoDDS Educator Career Program Application (DS Form 5080), DoDDS Assessment of Potential (DS Form 5081), DoD Education Career Program Rating Sheet (DS Form 5082) and miscellaneous worksheets and correspondence relating to the application.

Authority for maintenance of the system:

20 U.S.C. 902, 903 and 931.

Purpose(s):

Teacher Recruitment Section and Regional Offices: To determine qualifications and make selections of candidates for vacant positions within DoDDS system (including new teachers, interregional transfers and Educator Career Program positions), to review types of experience, educational background, evaluation of previous employers, professional credentials, to interviewers ratings.

Department of the Army, Air Force, and Navy staff agencies and Commands: To complete processing of hired individuals, to obtain Office of Personnel Management National Agency Check, medical examination, passports; to arrange transportation and shipment/storage of household goods; and to provide gaining Civilian Personnel Offices necessary documentation for placing individual on rolls.

Any individual's records in a system of records might be transferred to any Component of the Department of Defense having a need to know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The WHS/B&F which operates the automated system.

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders are stored at the DoDDS personnel office or regional offices; some files are supported by automated files which are maintained on disks and/or tapes at the central computer site.

Retrievability:

The manual files are filed alphabetically by name. The automated records are indexed by name or system assigned number (assigned chronologically upon input). Also, any combination of data in the automated file can be used to select individual records. Only authorized individuals (i.e., personnel staffing specialists) are provided user identification numbers and passwords to access the system via terminal.

Safeguards:

Paper records are maintained in files which are accessible only to authorized personnel.

a. Description of automated process. Current hardcopy records of information and disks are maintained in the DoDDS personnel office where access can be controlled. The office is locked after normal duty hours and building is secured by a private security force. Hardcopy records of interregional transfer applicants and a portion of the Career Educator applicants are maintained in the regional offices in locked cabinets and/or locked offices where access can be controlled and which are locked after normal duty hours. Approved special requests for data can be supported by ad hoc inquiry. Any combination of data can be used to select individual records for special processing.

b. Physical safeguards. A high-speed remote batch terminal, used for this system, is located in the DoDDS personnel Office. The office is secured after normal duty hours to preclude unauthorized access. Access to the personnel terminal and all hardcopy records is controlled by office personnel. Access to automated data files by terminal is controlled by the use of a user ID and password system. The central computer site is owned and operated by the WHS/B&F which has a complex security system. The site is guarded 24 hours a day, year- round and employs a system of electronic locks, to preclude access by unauthorized personnel. All visitors are escorted and accounted for at all times. WHS/B&F is provided with a back-up power supply so that the system will remain on-line during power shortages. Backup tapes are run daily, weekly and monthly and stored in a separate location within the Pentagon. A second copy of monthly tapes is stored in an off-site vault with 24-hour security.

c. Remote terminal access. Access to the terminal is controlled by the use of user identification numbers and passwords. The passwords are initially assigned by WHS/B&F; however, the user is immediately instructed to change it to something only known to him/her. Only through a complex internal checking system, can authorized WHS/B&F personnel access the password in the event it is lost or forgotten by the user. The password can be changed as frequently as desired and is now changed every 6 months or upon the departure of the employee who has knowledge of it.

d. Storage media. Hardcopy files are stored in the personnel office or in regional offices. Disks used in the personnel office are also stored there. Data retained by WHS/B&F is on disks and magnetic tape.

e. Risk analysis. The main computer site is adequately secure for storage of personal information. WHS/B&F is bound to uphold all provisions of the Privacy Act in accordance with GSA contract procedures. The terminal is protected so that unauthorized access to information can be prevented.

Retention and disposal:

Prospective Teachers: Records are retained for recruitment period (no more than 2 years). For nonselected applicants, portions are returned to applicant for future use and portions are destroyed unless the applicant has indicated a desire to reapply in which case portions of the file are retained until the next recruitment period. Records of selected applicants are forwarded to the Departments of the Army, Air Force, and Navy as appropriate for processing. Interregional Transfer Applicants: File is retained for 1 year and destroyed.

Career Educator Program Applicants: Applicants are retained for 2 years (unless updated by applicant) and destroyed.

Automated Records: Back-up tapes at WHS/B&F are erased every 6 months via complete overwriting. Archive tapes after release by the user are erased by complete overwriting. When released by user, all bytes used for data which are on disk are automatically reset to 0 before anyone may use the storage space. Disks used on the terminal in the personnel office are erased when no longer needed and reused (i.e., never leave the office and are never used by another system).

System manager(s) and address:

Ms. Marilee Fitzgerald, Chief, Teacher Recruitment Section, Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, Telephone (202) 325-0690

Notification procedure:

Information may be obtained from:

Chief, Teacher Recruitment, DoD Dependents Schools, Room 120, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, Telephone: (202) 325-0690.

Record access procedures:

Requests from individuals for their own files should be sent to the address indicated in 'Notification Procedures' section, above. Written requests for information should contain the full name and address of the individual and a notarized signature.

Contesting record procedures:

The agency rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR Part 286b, and OSD Administrative Instruction No. 81.

Record source categories:

Information is obtained from the individuals concerned, current and past employers, and educational institutions.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5). (See 32 CFR Part 286b (OSD Admin. Inst. No. 81)).

DMRA&L 03.0

System name:

Employer Support File (PLEDGE).

System location:

Primary Location - National Guard Computer Center, 5600 Columbia Pike, Falls Church, VA 22041. Hardcopy roster located at: National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

Categories of individuals covered by the system:

Company name, self-employed individuals, individuals heading companies bearing their names, the pledging officials representing various companies, or staff directors who have pledged to support the National Guard and Reserve Components. Volunteer members of state and area employer support committees.

Categories of records in the system:

Names, address, geographic location, and size of pledging company. Name, address of state committee members.

Authority for maintenance of the system:

10 U.S.C. 136.

Purpose(s):

The purpose of the file is to assist in informing the public and encouraging employers to support the Guard and Reserve. National Committee for Employer Support of the Guard and Reserve; used to answer inquiries from employees or prospective employees of companies concerning whether a company has pledged to support the Guard and Reserve; used by members of the state committee for employer support to assist Guard and Reserve members who are experiencing difficulties with companies that have pledged; used as a screening tool to prevent resolicitation of support from employers who have already pledged; used to supply state level organizations' lists of companies in states which have pledged; used to prepare speech and press release material mentioning companies that have pledged. Membership roster of state and area committees used for mailings, and routine business. Any individual records in the system may be transferred to any component of the Department of Defense having a need-to-know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, and civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Retrieved by company name, geographic location, or type of business. Retrieved by state membership.

Safeguards:

Primary location is a TOP SECRET facility. Hardcopy output is accessible to authorized personnel only during working hours; room is locked after hours and building has security guards.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209.

Notification procedure:

Information may be obtained from: Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209. Telephone: (202) 696-5303.

Record access procedures:

Requests for information should be addressed to: Chairman, National Committee for Employer Support of the Guard and Reserve, Suite 206, 1735 N. Lynn St., Arlington, VA 22209. Written requests should contain the name of the individual and/or employer, current mailing address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is supplied by employers who have pledged, from Dun and Bradstreet, and from Census Data.

Exemptions claimed for the system:

None.

DMRA&L 06.0

System name:

Department of Defense Priority Placement Program (STOPPER LIST).

System location:

Primary location: Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444. Decentralized locations: Hard copy rosters/listing supplied every two week to all DoD Civilian Personnel Offices world-wide (approximately 500 locations) and to other personnel management activites.

Categories of individuals covered by the system:

Displaced career and career-conditional employees adversely affected by reductions-in-force or transfer of function; overseas nondisplaced career and career-conditional employees being returned to the U.S. All individuals in file must voluntarily initiate entry into the system.

Categories of records in the system:

File contains summary of occupational experience, education, training, age, sex, height and weight, marital status.

Authority for maintenance of the system:

10 USC 136.

Purpose(s):

To DoD Civilian Personnel Offices to assist activities in filling vacant positions and in assisting displaced employees and overseas returnees in obtaining employment; to DoD Activities for short resume of individual's background used in assessing qualifications for vacant positions; to Office of the Deputy Assistant Secretary of Defense, Civilian Personnel Policy for statistical analyses of civilian personnel employment trends and patterns for establishing policy and for planning purposes; informing individuals in system of non-government job opportunities. Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To other Federal Agencies for filling vacant positions; to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Normally retrievable for occupation and grade.

Safeguards:

The primary location is identified as a secure area; access it through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Record of displaced employees are maintained in the system for one year. Records of overseas returnees are entered six months prior to return and are maintained until individual is placed in job or leaves the government. Initial input for records is hard copy which is destroyed after tape record is created.

System manager(s) and address:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D821, the Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

Record access procedures:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name and current mailing address and telephone number. For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Adminstrative Instruction No. 81.

Record source categories:

The individual must take action to place his record in the system; information entered into the record is provided by the individual in writing or through employment counseling; additional information is obtained from the individual's office personnel file (201 file).

Exemptions claimed for the system:

None.

DMRA&L 07.0

System name:

Department of Defense Overseas Employment Program.

System location:

Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

Categories of individuals covered by the system:

Career and career-conditional employees of the Federal Government and reinstatement eligible employees who desire overseas employment and voluntarily register.

Categories of records in the system:

File contains summary of occupational experience, education, training, age, sex, height and weight, marital status.

Authority for maintenance of the system:

10 USC 136.

Purpose(s):

Data is used to provide an automated applicant supply system for use in filling overseas job vacancies; data is used by Department of Defense activities in filling overseas job vacancies. These data may be used by the Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for statistical analyses for policy, planning, and guidance; for evaluation of the effectiveness of the program, and for monitoring of activity compliance with the program. Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To other Federal agencies for use in filling overseas job vacancies; to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Retrieval by occupational skill and grade.

Safeguards:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Records remain in the system for one year or until the individual is placed in an overseas position; the individual is notified after eleven months that his registration is about to expire and is given the opportunity to re-register for another year.

System manager(s) and address:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, the Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

Record access procedures:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name, current mailing address and telephone number. For personnel visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR Part 286b and OSd Administrative Instruction No. 81.

Record source categories:

Information in the file is obtained from the individual, either in writing or through interviews with personnel counselors, and from his official personnel file (201 file).

Exemptions claimed for the system:

None.

DMRA&L 09.0

System name:

Defense Equal Opportunity Management Institute Student File.

System location:

Primary and backup mainframe computer location: Building 989, Patrick AFB, FL 32925-6685.

Hard copy and microform backup files for former students location: Information Systems Division, Defense Equal Opportunity Management Institute, Building 559, Patrick AFB, FL 32925-6685.

Temporary files and backups for current students are maintained on hard copy and microcomputers located in the Training Directorate, Defense Equal Opportunity Management Institute, Building 560, Patrick AFB, FL 32925-6685.

Temporary microcomputer files and backups are also located in the Information Systems Division, Building 559, Patrick AFB, FL 32925-6685.

Categories of individuals covered by the system:

All current and former students of the Defense Equal Opportunity Management Institute.

Categories of records in the system:

Life history summary, name, social security number, race, age, religious preference, military organization, test and examination scores and forms, peer group and instructor ratings and advisor progress reports.

Authority for maintenance of the system:

10 U.S.C. 136; E.O. 9397.

Purpose(s):

Files are used by the Defense Equal Opportunity Management Institute to evaluate student progress and to create a permanent record of academic accomplishment. Advisors use the files for counseling of students. Academic Boards and the Commandant use files to make decisions on releasing students from the program. The Registrar uses the files to verify attendance and grades. The Commandant, faculty and other staff use the student records to select instructors. Students use the data in evaluating their progress.

The use of personal identifiers in this record system is solely for positive identification purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Colleges and universities use transcript records to verify attendance and grades.

See Office of the Secretary of Defense (OSD) blanket routine uses at the head of OSD's published system notices which are also applicable to this record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary files are computer disk files. Backup files are magnetic computer tapes, microform, and paper records. Temporary files are on microcomputer disks backed up by magnetic tapes, diskettes, and paper records.

Retrievability:

best copy available

Files may be accessed by any of the following: Name, social security number, student number or class.

Safeguards:

Primary locations for both permanent and temporary files are controlled access areas. Backup files storage is in locked file cabinets. Only authorized personnel have access to files.

Retention and disposal:

Mainframe computer and microform records are kept permanently; paper backup records are kept for four years and then destroyed. Microcomputer records are transferred to the mainframe at the end of the current class.

System manager(s) and address:

Commandant, Defense Equal Opportunity Management Institute, Patrick AFB, FL 32925-6685.

Notification procedure:

Information may be obtained from: Director of Support, Defense Equal Opportunity Management Institute, Patrick AFB, FL 32925-6685. Telephone: 407-494-6017.

Record access procedures:

Address requests to the Director of Support, Defense Equal Opportunity Management Institute, Patrick AFB, FL 32925-6685. Requests must be in writing and contain the full name, social security number, current address and telephone number, class of the individual, and signature.

For personal visits, the individual should be able to provide some acceptable identification, such as a military ID card or a driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, student peers, instructors, counselors, and examinations.

Exemptions claimed for the systems:

None.

DMRA&L 10.0

System name:

Equal Opportunity Complaint File.

System location:

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any individual who has filed or had filed on his behalf a discrimination complaint.

Categories of records in the system:

The letter or document initiating complaint, direction to services on investigating complaint, services' investigatory report and copies of response to complainant.

Authority for maintenance of the system:

10 USC 136.

Purpose(s):

To be used by the Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) in answering queries concerning status or disposition of complaints, for assigning actions and reviewing actions on complaining, and for analyses of trends or patterns in discrimination complaints. This information may be used by any other Department of Defense component having the need to know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records in the system may be transferred to any component of the Department of Justice that request them for the purpose of representing the Department of Defense in litigation to which the records are pertinent.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed by first letter of last name for service and year.

Safeguards:

Kept in file drawer, building has security guards.

Retention and disposal:

Files are retained for one year in active status, one year in inactive status, and then destroyed.

System manager(s) and address:

Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Deputy for Plans and Policy, Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301. Telephone: 202-695-0107.

Record access procedures:

Requests from individuals should be addressed to: Deputy for Plans and Policy, Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, Pentagon, Washington, D.C. 20301. For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and Administrative Instruction No. 81.

Record source categories:

Information contained in the file is obtained from the individual or someone acting on his behalf, from the Services' investigation of the complaints.

Exemptions claimed for the system:

None.

DMRA&L 15.0

System name:

Reports of Defense Related Employment.

System location:

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logisitics), Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Retired or former military officers, in grades of major or lieutenant commander or above and former civilian officers, and employees of the Department of Defense employed at or above the minimum salary of GS-13, who, during any of the first three years after termination of service or employment with the Department of Defense, are employed at fifteen thousand dollars or more per year by a Defense contractor who, during that year, was awarded contracts by the Department of Defense totaling ten million dollars. Also covered are current officers and employees of the Department of Defense employed at or above the minimum salary level GS-13, who within the preceding three years are employed by such a Defense contractor.

Categories of records in the system:

Copies of report DD Form 1878 completed by individuals covered by the system and forwarded to the Department of Defense describing their employment with the Department of Defense and with the Defense contractor and a listing showing the names of individuals who submitted completed DD Form 1787.

Authority for maintenance of the system:

The system was established and is maintained as required by Pub. L. 91-121, section 410, approved November 19, 1969.

Purpose(s):

These records are available for public inspection in accordance with the specific terms of section 410(f) of Pub. L. 91-121. There is no limitation or restriction on use by the public of the information contained in the report.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Section 410(d) of Pub. L. 91-121 requires the submission to the President of the Senate and Speaker of the House of Representatives by December 31 of each year of information in the reports submitted by individuals during the preceding Fiscal Year.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In metal file cabinet.

Retrievability:

Alphabetical by name of individual.

Safeguards:

Maintained in unlocked file cabinet when not in use.

Retention and disposal:

Retire to WNRC when three years old. Destroy when 10 years old.

System manager(s) and address:

The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), Pentagon, Washington, D.C. 20301.

Notification procedure:

Any individual who desires to know whether a report DD Form 1787 submitted by him is on file may address a letter of inquiry to the System Manager, Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301. In as much as the reports are available for public inspection no proof of identity is required.

Record access procedures:

On request of any individual the reports on file are made available for inspection in the office of the System Manager, Room 3C980, Pentagon, Washington, D.C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual submitting the DD Form 1787.

Exemptions claimed for the system:

None.

DMRA&L 17.0

System name:

DoD Teacher Back Pay Project.

System location:

DoD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Categories of individuals covered by the system:

All former DoD Overseas Dependents School teachers who were paid under Pub L. 89-391, dated April 14, 1966.

Categories of records in the system:

System is comprised of names, Social Security Numbers, and dates of birth of former DoD overseas teachers, and information extracted from their Official Personnel Records which will effect computation of their retroactive pay; and current addresses of former teachers.

Authority for maintenance of the system:

Court decision in the case called Virginia J. March et al, v. United States of America (Civil Action 3437-70, U.S. District Court, District of Columbia, June 30, 1975) on intent of Pub. L. 89-391, dated April 14, 1966.

Purpose(s):

To be used by Office of Dependents Schools Back Pay Project workers to compute back pay as it applies to individual teacher; prepare necessary updating for individual's Official Personnel Record, life insurance entitlement where applicable; prepare reports to individual teachers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data in this system is used by the Department of the Treasury; to the Social Security; the Office of Personnel Management, the attorneys for the teachers and General Accounting Office addresses will be used for mailing purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tapes, computer printouts.

Retrievability:

Social Security Number (SSN) and name.

Safeguards:

All records are stored under strict control, maintained in spaces normally accessible only to authorized personnel, in cabinets in locked room.

Retention and disposal:

Record will be maintained in this office until all requirements of the judgement and will be destroyed when they are no longer useful.

System manager(s) and address:

Director, DoD Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), 2461 Eisenhower Avenue, Room 148, Alexandria, VA 22331.

Notification procedure:

Requests by correspondence should be addressed to Director, DoD Office of Dependents Schools, Attn: Back Pay Project, 2461 Eisenhower Avenue, Room 148, Alexandria, VA 22331. Telephone: 202-325-0660. Letter should contain the full name and signature of the requester.

Record access procedures:

Request from individuals should be addressed to same address as stated in the 'Notification Procedures:', above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Official Personnel Records obtained from Federal Records Center and other agencies currently employing individuals concerned.

Exemptions claimed for the system:

None.

DMRA&L 19.0

System name:

Automated Career Management System (ACMS) DD-M(AR) 1456.

System location:

Primary System -- DoD Centralized Referral Activity, 1507 Wilmington Pike, Dayton, Ohio 45444. Decentralized System -- Defense ADP Resources Office, Cameron Station, Alexandria, Virginia 22314.

Categories of individuals covered by the system:

All Departments of Defense civilian career program employees GS-5 or higher and former employees; and DoD Senior Executive Service Candidates.

Categories of records in the system:

Name, home and work addresses, Social Security Number (SSN), educational background, work experience, grade and salary, occupation, age, special qualifications, awards, military reserve status, and supervisory appraisals.

Authority for maintenance of the system:

Title 5, United States Code, Sections 301 and 302, which authorize Agency Heads to: Establish civilian personnel management programs; maintain files and records necessary to operate such programs; and delegate civilian personnel management authorities to subordinate officials.

Purpose(s):

The data in this system provides alist of eligible candidates qualified to fill position vacancies normally at GS-13 and higher grade levels and provides information for program analyses and management to all DoD Civilian Personnel Offices and the DoD Components serviced by these offices all of the organizations are required to submit job vacancies to designated occupation series against Automated Career Management System (ACMS) for the generation of a list with resumes of qualified candidates for consideration by a selection panel and others; to Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) for statistical analyses of civilian work force, and management and evaluation of specific employment programs within the Department of Defense. Any individual records contained in the system may be transferred to any component of the Department of Defense having the need-to-know in the performance of official business.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk packs.

Retrievability:

Retrievable by occupation, Social Security Number (SSN), name, specific skills, educational background, or training background.

Safeguards:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; disk packs are stored in a vault when not in use.

Retention and disposal:

Active records are maintained up to one year after termination of the individual's employment with the Department of Defense, or upon notification that the individual no longer is employed in a position for which registration is required. Inactive records of personnel are retained indefinitely.

System manager(s) and address:

Director of Staffing and Career Management, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D264, Pentagon, Washington, D.C. 203[illegible]. Telephone: 202-697 3402.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Written requests from individuals should be addressed to Director, Centralized Referral Activity, DoD-CRA-R, 1507 Wilmington Pike, Dayton, Ohio 45444. For personal visits, the individual should be able to provide some acceptable form of identification such as a driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data are obtained from record subjects, from their official personnel folders. and from supervisory appraisals.

Exemptions claimed for the system:

None.

DMRA&L 21.0

System name:

Department of Defense Dependents Schools (DoDDS) Grievance Records.

System location:

Office of Dependent Schools, 2461 Eisenhower Avenue, Room 120, Alexandria, Virginia 22331; six regional offices located in London, England; Wiesbaden, Germany; Karlsruhe, Germany, Madrid, Spain; Okinawa Japan and Panama; in principals' offices of DoDDS schools; and at the servicing civilian personnel offices at various military installations.

Categories of individuals covered by the system:

Current or former employees who have submitted grievances in accordance with 5 USC 2302, and 5 USC 7121, or a negotiated procedure.

Categories of records in the system:

This system contains records relating to grievances filed by DoD Dependents Schools (DoDDS) employees under 5 USC 2302, and 5 USC 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that DoDDS may establish through negotiations with recognized labor organizations.

Authority for maintenance of the system:

5 USC 2302, and 5 USC 7121.

Purpose(s):

The collected information is used by the DoDDs in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where the disclosing agency becomes aware of a violation or potential violation of civil or criminal law or regulation. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter. To provide information to a congressional office from the record of an individual, in response to an inquiry from the congressional office, made at the request of that individual. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court. By the National Archives and Records Administration (General Services Administration) in records management inspections conducted under authority of 44 USC 2906. To disclosure information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel, the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders.

Retrievability:

These records are retrieved by the names of the individuals on whom the records are maintained, by case number, and by subject matter of the grievance.

Safeguards:

Records are maintained in locked metal file cabinets, with access only to authorized DoDDS employees and servicing civilian personnel offices.

Retention and disposal:

These records are disposed of not sooner than 3 years after closing of the case. Disposal is by shredding or burning.

System manager(s) and address:

Mr. Paul Wolfe, Chief, Management Employee Relations Branch, Personnel Division, Office of Dependents Schools, 2461 Eisenhower Avenue, Room 120, Alexandria, Virginia 22331. Telephone: 202-325-0690.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Request for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information in this system of records is provided:
a. By the individual on whom the record is maintained.
b. By testimony of witnesses.
c. By Agency officials.
d. From related correspndence from organization or persons.

Exemptions claimed for the system:

None.

DMRA&L 22.0

System name:

DoD Dependent Children's School Program Files.

System location:

Active Students - DoD operated overseas dependents schools, regional offices, and the Office of Dependents Schools, (ODS), Alexandria, Virginia.

Former High School Students - Permanent records (high school transcripts) are retained at the school for four years subsequent to graduation, transfer, or termination, and are then forwarded to the regional office for one year where they are compiled and forwarded to the Washington National Records Center (WNRC) except Panama. Records for the Panama region are retired to the East Point, Georgia, Federal Archives Records Center (FARC).

Former Panama Canal College Students - Permanent records (college transcripts) are retained at the college for ten years and are then retired to East Point FARC.

Categories of individuals covered by the system:

Students in the DoD operated overseas dependent schools.

Categories of records in the system:

A. Enrollment files: Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preference, admission cards, drop cards, and similar or related documents.

B. Daily attendance register files: Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers and similar or related documents.

C. Elementary school academic records: Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student and the teacher's comments. Included are forms, notes, and similar or related documents.

D. Elementary school report card files: Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and similar or related documents.

E. Elementary school teacher class register files: Documents reflecting daily, weekly, semester, or annual scholastic grades and averages, absence and tardiness data.

F. Elementary school student files: Documents pertaining to individual elementary school students. Included in each folder are reading and health records; individual education plans; intelligence quotient; achievement, aptitude, and similar test results; notes related to pupils progress and characteristics; and similar matters used by counselors and successive teachers.

G. Secondary school absentee files: Documents reflecting absence of students. Included are homeroom teacher's registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student applications for permission to be absent, student pass slips, and similar or related documents.

H. Secondary school academic record files: Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.

I. Secondary school report card files: Documents reflecting scholastic grades, personality traits, and promotion or failure. Included are report cards and related documents.

J. Secondary school teacher class register files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness, and withdrawal data. Included are class registers and similar or related documents.

K. Secondary school class reporting files: Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and similar or related documents.

L. Credit transfer certificate files: Documents reflecting secondary school scholastic credits earned. Included are certificates and similar or related documents.

M. Secondary school student files: Documents pertaining to individual secondary school students. Included in each folder are student health records; individual education plans; absence reports and correspondence with parents pertaining to absence; records of achievement and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and miscellaneous memorandums used by student counselors.

N. College absence, withdrawal, and add files: Student applications for permission to be absent from final exams. Student drop and add class records and administrative withdrawal letter.

O. College academic record files: Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.

P. College report card files: Documents reflecting scholastic grades and promotion or failure. Included are report cards and related documents.

Q. College teacher class register files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and withdrawal data. Included are class registers and similar or related documents.

R. College class reporting files: Documents reflecting teacher reports to Registrar and used as source documents for preparing college transcripts. Included are forms, correspondence, and similar or related documents.

S. Credit transfer certificate files: Documents reflecting college scholastic credits earned. Included are certificates and similar or related documents.

T. College student files: Documents pertaining to individual college students. Included in each folder are absence reports, records of achievement, and aptitude tests.

U. Automated support files: Automated data files are composed of records containing any of the above information in addition to (varies by regional system): Student registration data--student identification number, student name, sex, grade level, bus number, date of enrollment, date of birth, course numbers and names, teachers, credit, grades received, dates of absences, and sponsor's name, status, rank, date of rotation, organization, location of unit, local address, emergency address, permanent address, and telephone numbers.

Authority for maintenance of the system:

Recurring provisions of the DoD Appropriations Act and Department of Defense Directive 1342.6, 'Department of Defense Dependents Schools,' dated October 17, 1978, with change 1.

Purpose(s):

A. Dependent children's school program files (general): 1. Records of students attending DoD operated overseas dependent schools are used by school officials, including teachers, to: a. Determine the eligibility of children to attend these schools; b. Schedule children for transportation; c. Record daily and/or class attendance of students and date(s) of withdrawal; d. Determine tuition paying students and record status of payments; e. Determine students located in areas not serviced by dependents schools so that alternative arrangements for education can be made and payment made, as required; f. Monitor special education services required by and received by the student; and, g. Used to develop and maintain reading and health records, including school related medical needs. 2. Records may also be released to other officials of the Department of Defense requiring information for operation of the Department (including defense investigative agencies and recruiting officials).

B. Dependent children's school program files (elementary): 1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for elementary students by school personnel cited above. 2. Used in the following manner to record: a. Teacher or standardized test data; b. Attendance, absences, and/or tardiness of each student; c. Recommendations for promotion or retention including teacher comments; d. Daily, weekly, semester, or annual grades; and, e. Notes related to the individual pupil's progress and learning characteristics useful to professional school personnel in counseling the student and in the determination of his/her proper placement.

C. Dependent children's school program files (secondary): 1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for secondary students. 2. Documents are used by school personnel cited above in the following manner to: a. Record teacher and/or standardized test data; b. Record attendance, absences, and/or tardiness of each student; c. Form the basis for a decision on a student request for permission to be absent from a class or classes; d. Determine proper class or grade placement or graduation; e. Determine scholastic grades and/or grade point average; f. Form the basis for school recommendations for student financial aid for postsecondary education; g. Form the basis for preparing the secondary school transcript; h. Determine secondary school academic credits earned; and, i. Note special interest or hobbies of the student. 3. Used by DoD recruiting officials to determine eligibility for military service.

D. Dependent children's school program files (college): 1. Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for college students. 2. Documents are used by school personnel cited above in the following manner to: a. Record teacher and/or standardized test data; b. Record attendance and absences of each student; c. Form the basis for a decision on a student request for permission to be absent from a class or classes; d. Determine proper class or grade placement or graduation; e. Determine scholastic grades and/or grade point average; f. Form the basis for school recommendations for student financial aid for college education; g. Form the basis for preparing the college transcript; and h. Determine college academic credits earned. 3. Used by DoD recruiting officials to determine eligibility for military service.

E. Automated support. Automated support is used by school and regional officials (where applicable) to: 1. Provide academic data to each student upon request, provide report cards, etc., at the end of each grading period, provide transcripts upon request, and provide hard copy for manual files. 2. Provide academic data within the region and to ODS. 3. Provide data within the Department of Defense on a need-to-know basis.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Records concerning sponsor's names, rank, and branch of service may be released to former students for the purpose of organizing reunion activities.

Academic data may be provided to other educational institutions and employers or prospective employers in accordance with current policies and procedures.

Academic achievements and data may be provided to the public, via distribution of information within the school and through various media sources, for positive reinforcement purposes. This information will not be distributed for commercial uses.

Disclosure to consumer reporting agencies:

Disclosures pursuant to U.S.C. 552a(b)(12), may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Files are paper records in file folders.

Retrievability:

A. Elementary school academic records and secondary school and college academic records (transcripts) are filed alphabetically by school, school year, and last name of student.

B. Elementary, secondary, and college teacher class register files are filed by school, school year, and last name of teacher.

C. Remaining dependent school student files are filed by school, school year, and last name of student.

D. The automated files are indexed by a variety of data, depending upon the region and school involved (some have regionally assigned student identification numbers, others are by last name of student). Also, any combination of data in the file can be used to select individual records. Only authorized personnel have required information to access the system or process jobs.

Safeguards:

Paper records are maintained in files accessible only to authorized personnel.

Authorized records:

A. Description of the automated process. Current hard copy records of all information are kept in locked file cabinets in limited access school offices. Computer-produced student records and reiotegral part of the manual system and are retained in limited access school offices and/or locked cabinets. Computer disks, tapes, etc., are maintained in limited access areas within the various computer centers, regional offices, and/or schools. Approved special requests for data can be supported by ad hoc inquiry. Any combination of data can be used to select individual records for special processing.

B. Physical safeguards. Computer facilities and remote terminals are located in schools and regional offices throughout the school system. Particular regional systems vary; however, the same basic safeguards are employed (in various combinations) in all the systems. Computer hardware disk cards and other materials are secured in locked facilities after normal duty hours or are maintained in secure military computer centers. During school hours, storage media is stored in areas where access can be monitored. On-line access is protected by combinations of the following various factors: (1) Users must have file and/or disk names; (2) users must have possession or approval to gain possession of appropriate disk(s); and, (3) users must have specifically designed codes and/or keys to permit read/write operations.

C. Storage media. Hard copy files are stored in the school offices of each participating school and regional offices. Computer files are stored on magnetic tape and disks, as outlined above.

D. Risk analysis. All personal information which is collected and/or maintained for this system is stored in locations adequately secure for such information. Administrative safeguards have been instituted to prevent access to information in the automated systems.

Retention and disposal:

A. Enrollment files: Maintained at the respective school for one year after graduation, withdrawal, transfer, or death of the student, then destroyed.

B. Daily attendance register files: Destroyed after reviewing attendance registers for the next school year.

C. Elementary school academic records files: When a student transfers to another school, this file is forwarded by mail to officials of the receiving school on request in accordance with current regulations, or destroyed at the school five years after graduation, withdrawal, or death of the student.

D. Elementary school report card files: Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and similar or related documents.

E. Elementary school teacher class register files: Destroyed at the school concerned after five years.

F. Elementary school student files: 1. When a student transfers to another school, the reading and health records are released to the parent or student (if over 18 years of age) for hand-carrying to the receiving school. 2. Remaining documents pertaining to the students are forwarded by mail to the officials of the receiving school or the parent/guardian on request in accordance with current regulations; if not requested, documents are destroyed at the school concerned one year after graduation, withdrawal, or death of the student.

G. Secondary school absentee files: Destroyed at the school after one year.

H. Secondary school academic record files (high school transcript): 1. Permanent file. 2. When a student transfers to another DoD dependents school, this file (transcript) is forwarded by mail to officials of the receiving school on request. 3. When a student transfers to a non-DoD school, a copy of the transcript is forwarded to the receiving school on request in accordance with current regulations. 4. Files not forwarded to another DoD school are retained at the school concerned for four years, the regional office for one year and then retired to the WNRC (or East Point FARC if in the Panama region) for an additional sixty years.

I. Secondary school report card files: Released to parents of students or student (if over eighteen years of age) at the end of the school year or on transfer of student.

J. Secondary school teacher class register files: Retained at the school concerned for five years and then destroyed.

K. Secondary school class reporting files: Destroyed at the school after one year.

L. Credit transfer certification files: Destroyed at the school after one year.

M. Secondary school student files: 1 Retained at the school concerned for two years after graduation, withdrawal or death of the student. 2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if over eighteen years of age) for hand-carrying to the receiving school. b. An official copy of the record will be forwarded to the receiving school in accordance with current regulations upon request. (The original record is retained at the school.)

N. College absentee files: Destroyed at the school after one year.

O. College academic record files (college transcripts): 1. Permanent file. 2. When a student transfers to another college or university, this file (transcript) is forwarded by mail to officials of the receiving school upon receipt of an authorized request. 3. Original files (transcripts) are retained at the college for ten years then retired to East Point FARC.

P. College report card files: Released to student at the end of the semester or school year, or on transfer of student.

Q. College teacher class register files: Retained at the school for five years and then destroyed.

R. College class reporting files: Destroyed at the school after one year.

S. Credit transfer certificate files: Destroyed at the school after one year.

T. College school student files: 1. Retained at the school for two years. 2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if eighteen years of age) for hand-carrying to the receiving school. b. An official copy of the record will be forwarded to the receiving school upon request pending receipt of authorized request. (The original record is retained at the school.)

U. Automated files: Automated files are normally retained for one year. However, this may vary as all information is documented in the manual files and the information in automated form may be destroyed earlier or later than one year for various internal purposes.

System manager(s) and address:

Dr. Beth Stephens, Director, Department of Defense Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, telephone: (202) 325-0188.

Notification procedure:

Information may be obtained from officials of the school concerned or from the System Manager.

Record access procedures:

A. Written requests for information on the records system and for instructions concerning personal visits may be forwarded to the principal of the school within four years after graduation, transfer, withdrawal, or death of student.

B. The fifth year, the principal should be contacted for elementary records or the System Manager for secondary records.

C. Subsequently, all requests for secondary records may be forwarded to the Department of the Army, HQ DA (DAAG-AMR), Washington, D.C. 20310, except for information from schools in Panama. These requests should be sent to: Director, DoDDS-Panama, APO Miami 34002.

D. All requests for college records should be sent to the college for the first ten years, then to the Director, DoDDS-Panama, address above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b, and OSD Administrative Instruction 81.

Record source categories:

Information is obtained from the individuals concerned and their parents/guardians, teachers and school administrators.

Exemptions claimed for the system:

None.

DMRA&L 23.0

System name:

Educator Certification/Recertification Files.

System location:

Records are maintained at the schools, regional offices, and the Office of Dependent Schools (ODS),Alexandria, Virginia.

Categories of individuals covered by the system:

This system applies to all Department of Defense Dependents Schools (DoDDS) teachers, as the term 'teacher' is defined in 20 United States Code 901, and to all DoDDS excepted service and ODS educators classified in the 1710 or related series.

Categories of records in the system:

Records consist of transcripts and/or other documentary evidence, as necessary, for recertification renewal and maintenance. Also included are internal forms to summarize this data and to certify that it has been reviewed by appropriate officials.

Authority for maintenance of the system:

20 USC 931, recurring provisions of the annual DoD Appropriations Act, and Department of Defense Directive 1342.6, 'Department of Defense Dependents Schools,' October 17, 1978, and Change 1, thereto.

Purpose(s):

Dependents schools' administrators use this information to determine the eligibility of applicable employees to be certified/recertified.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information may be supplied to States with whom the Department of Defense Dependents Schools has reciprocal agreements for respect of certificates issued/revoked by the respective systems. Records may be disclosed to educational accrediting institutions and organizations during review of a school or schools. Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order. Every reasonable effort will be made to notify individuals when records pertaining to them are made available under compulsory legal process.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are stored in file folders in locking cabinets, rooms, and/or secure buildings (when possible), located at schools, regional offices, and ODS.

Retrievability:

The files are arranged by social security number (at the option of the custodian).

Safeguards:

Paper records are maintained in files which are located in locked cabinets, rooms, and/or buildings, which are accessible only to authorized personnel.

Retention and disposal:

Records are maintained for the current as well as the upcoming certification cycles. Records for an expired certification cycle are retained for 2 years; then, they are destroyed or returned to the employee. If a teacher leaves the system, the file is maintained for two years following the current expiration date of the certificate and destroyed.

System manager(s) and address:

Mr. Mervin Scott, Chief, Personnel Division, ODS, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Notification procedure:

Information may be obtained from the principal, regional certification coordinator, ODS certification coordinator, or the Chief, Personnel Division, ODS.

Record access procedures:

Educators may request to see their files from the individual in charge of certification at their particular location.

Contesting record procedures:

The Agency's rules for access to records and contesting contents and for appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is obtained from the individuals concerned.

Exemptions claimed for the system:

None.

DMRA&L 24.0

System name:

Joint Service Review Activity File.

System location:

Office of the Assistant Secretary of Defense (Manpower, Installations and Logistics), (MP & FM) (LLP), Pentagon, Washington, D.C. 20301-4000.

Categories of individuals covered by the system:

Individuals who have submitted a complaint to the Joint Service Review Activity in accordance with DoD Directive 1332.28 and the decisional principles contained within the Urban Law court decision. Complaints relate to decisional documents issued by the Discharge Review Boards of the Military Departments.

Categories of records in the system:

The JSRA files consist of the following: The complaint submitted by the individual, a copy of the decisional document, and review of the complaint by the Military Department, the Joint Service Review Activity, and the Deputy Assistant Secretary of Defense (MP&FM). Additionally, any evidence submitted by the complainant to support the complaint is maintained with the documents listed above.

Authority for maintenance of the system:

Title 10, U.S.C. 1553, 'Review of Discharge or Dismissal,' and DoD Directive 1332.28, 'Discharge Review Board (DRB) Procedures and Standards,' dated August 11, 1982.

Purpose(s):

This data is used to maintain the necessary documents needed to process complaints submitted by applicants for their counsel in an expeditious fashion; used by the Discharge Review Boards of the Military Departments in evaluating the validity of the complaint; The Joint Services Review Activity in making its evaluation and recommendation on the complaint; the Deputy Assistant Secretary of Defense in making a final determination on the complaint. The documents are available to the complainant and/or applicant for his/her case. They receive a copy of the DASD final determination. Only information which has been expurgated of all identifying information will be released to the public when requested.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's Published System Notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname.

Safeguards:

Access to the building is by authorized identification pass or official escort. The records are maintained in a locked file cabinet which is under continuous observation during duty hours. The room is locked after duty hours.

Retention and disposal:

The records are maintained until the complaint action is finalized. Records are then kept for 1 year in the inactive status. The records are then forwarded to the appropriate Military Department for inclusion in the Official Military Records or destruction if copies of the action have been filed.

System manager(s) and address:

Administrative Director, Joint Service Review Activity, Office of the Assistant Secretary of Defense (Manpower, Installations and Logistics) (Military Personnel and Force Management), Room 3D823, The Pentagon, Washington, D.C. 20301.

Notification procedure:

General information concerning the JSRA procedures may be obtained from the Administrative Director, Joint Service Review Activity, Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics) (Military Personnel and Force Management), Room 3D823, The Pentagon, Washington, D.C. 20301. Telephone: 202-697-3387.

Record access procedures:

Requests from individuals for their own files should be sent to the address indicated in 'Notification Procedure' section above. Written requests for information should contain the full name and address of the individual and a notarized signature.

Contesting record procedures:

The Agency's rules for access to records, and for contesting and appealing initial determinations by the individual concerned, are contained in 32 CFR Part 286b, and OSD Administrative Instruction No. 81.

Record source categories:

The basic information contained in the JSRA's file comes from the complainant, and the decisional document issued by the Military Department. This information forms the basis for reviews conducted by the Discharge Review Board of the Military Department, the Joint Service Review Activity and the Deputy Assistant Secretary of Defense (Military Personnel and Force Management).

Exemptions claimed for the system:

None.

DOCHA 01

System name:

Health Benefits Authorization Files.

System location:

Primary System - OCHAMPUS, DoD, Aurora, Colorado 80045-6900. Decentralized Segment - for PRO demonstration, San Diego, California, only. Blue Cross/Blue Shield of South Carolina, P.O. Box 6500, Columbia, South Carolina 29260-5000. California Medical Review, Inc., 1388 Sutter Street, San Francisco, California 94109.

Categories of individuals covered by the system:

All individuals who seek authorization or preauthorization for care under CHAMPUS/CHAMPVA.

Categories of records in the system:

Original correspondence with individuals, medical statements, Congressional inquiries, medical treatment records, authorization for care, case status sheets, memos for record, follow-up reports justifying extended care, correspondence with fiscal intermediaries and work-up sheets maintained by case workers.

Authority for maintenance of the system:

44 USC 3101, 41 CFR 101-11.000; Chapter 55, 10 USC; Section 613, Chapter 17, 38 USC; 32 CFR Part 199.

Purpose(s):

To maintain and control records pertaining to requests for authorization or preauthorization of health care under CHAMPUS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine eligibility of an individual, authorize payment, respond to inquiries from congressional offices made at the request of the individual covered by the system, control and review health care management plans, control accomplishment of reviews, and coordinate subject matter clearance for congressional committees and auditors.

Referral to the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, 10 USC and Section 613, Chapter 17, 38 USC.

Referral to federal, state, local, or foreign governmental agencies, and to private business entities, including individual providers of care, on matters relating to fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third-party liability, coordination of benefits, and civil or criminal litigation related to the operation of CHAMPUS. Disclosure to third-party contacts in situations where the party to be contacted hasexpected to have, information necessary to on necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning his or her entitlement, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal.

Preauthorization and concurrent care reviews for a demonstration in San Diego, California.

See also the Office of the Secretary of Defense (OSD) Blanket Routine uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are maintained on magnetic tape and disc. Paper records maintained in file folders.

Retrievability:

Information is retrieved by sponsor Social Security Number and sponsor or beneficiary name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Automated segments are accessible on-line only to authorized persons possessing user identification codes. OCHAMPUS buildings are protected by military police security force.

Retention and disposal:

Automated indexes are permanent. Hardcopy records are closed out at the end of the calendar year in which finalized, held one additional year, and transferred to the Federal Records Center (FRC). The FRC will destroy the records after an additional four-year retention.

System manager(s) and address:

Chief, Beneficiary and Provider Relations Division, OCHAMPUS, DoD, Aurora, Colorado 80045-6900. Telephone: 303-361-8220

Notification procedure:

Information may be obtained from Privacy Act Officer.

Record access procedures:

Requests should be addressed to the Privacy Act Officer.

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone. Should it be determined that the release of medical information to the requester could have an adverse effect upon the individual's physical or mental health, the requester will be required to provide the name and address of a physician who would be willing to receive the medical record, and at the physician's discretion, inform the individual covered by the system of the contents of that record.

For personal visits to examine records, the individual should provide some acceptable identification such as a driver's license or other form of picture identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Contractors, Health Benefits Advisors, all branches of the Uniformed Service, congressional offices, providers of care, consultants and individuals.

Exemptions claimed for the system:

None.

DOCHA 02

System name:

Medical Care Inquiry Files.

System location:

OCHAMPUS, DoD, Aurora, Colorado 80045-6900.

Categories of individuals covered by the system:

All individuals who seek information concerning health care under CHAMPUS/CHAMPVA.

Categories of records in the system:

Documents reflecting inquiries received from private individuals for information on CHAMPUS/CHAMPVA and replies thereto; congressional inquiries on behalf of constituents and replies thereto; and files notifying personnel of eligibility or termination of benefits.

Authority for maintenance of the system:

44 USC 3101; 41 CFR 101-11.000; Chapter 55, 10 USC; Section 613, Chapter 17, 38 USC; 32 CFR Part 199.

Purpose(s):

To maintain and control records pertaining to requests for information concerning the processing of individual CHAMPUS claims and the benefit structure and procedures of CHAMPUS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Establish eligibility, respond to inquiries from individuals, and respond to inquiries from congressional offices made at the request of the individual covered by the system.

Referral to the Secretary of the Department of Health and Human Services and/or Administrator of the Veterans Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, 10 USC and Section 613, Chapter 17, 38 USC. Referral to federal, state, local, or foreign governmental agencies, and to private business entities, including individual providers of care, on matters relating to fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third-party liability, coordination of benefits, and civil or criminal litigation related to the operation of CHAMPUS.

Disclosure to other third-party contacts in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning his or her entitlement, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal.

See also the Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records maintained on magnetic tape and disc. Paper records maintained in file folders.

Retrievability:

Information is retrieved by case number, sponsor name and/or Social Security Number, and inquirer name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Automated segments are accessible only by authorized persons possessing user identification codes. OCHAMPUS buildings are protected by military police security force.

Retention and disposal:

Automated indexes are permanent. Paper records are retained in active file until end of calendar year in which closed, held two additional years, and then destroyed.

System manager(s) and address:

Chief, Beneficiary and Provider Relations Division, OCHAMPUS, DoD, Aurora, Colorado 80045-6900. Telephone: (303) 361-8220.

Notification procedure:

Information may be obtained from the Privacy Act Officer.

Record access procedures:

Requests should be addressed to the Privacy Act Officer.

Written requests for information should include the full name of the individual, military sponsor, current address and telephone number. Should it be determined that the release of medical information to the requester could have an adverse effect upon the individual's physical or mental health, the requester will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

For personal visits to examine records, the individual should be able to provide some acceptable identification such as a driver's license or other form of picture identification.

Contesting record procedures:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Contractors, congressional offices, Health Benefits Advisors, all branches of the Uniformed Services, consultants, and individuals.

Exemptions claimed for the system:

None.

DOCHA 04

System name:

Legal Opinion Files.

System location:

OCHAMPUS, DoD, Aurora, Colorado 80045-6900.

Categories of individuals covered by the system:

Individuals who are the subject of inquiries from the individual, attorneys, fiscal administrators, hospital contractors, other Government agencies, and congressional offices.

Categories of records in the system:

Inquiries received from individuals, attorneys, fiscal administrators, hospital contractors, other government agencies, and congressional offices. Files contain legal opinions, correspondence, memoranda for the record, and similar documents.

Authority for maintenance of the system:

44 USC 3101; 41 CFR 101-11.000; Chapter 55, 10 USC; Section 613, Chapter 17, 38 USC; 32 CFR Part 199.

Purpose(s):

OCHAMPUS uses these records for research, precedent, historical, and record purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral to the Secretary of the Department of Health and Human Services and/or the Administrator of the Veterans Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA pursuant to Chapter 55, 10 USC and Section 613, Chapter 17, 38 USC and referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

See also the Office of the Secretary of Defense (OSD) Blanket Routine Uses at the Head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

Information is retrieved by subject matter with cross-reference by individual name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. OCHAMPUS buildings are protected by military police security force.

Retention and disposal:

Records are permanent. Transfer to Washington National Records Center when superseded or obsolete.

System manager(s) and address:

General Counsel, OCHAMPUS, DoD Aurora, Colorado 80045-6900. Telephone: (303) 361-8506.

Notification procedure:

Information may be obtained from the Privacy Act Officer.

Record access procedures:

Requests should be addressed to the Privacy Act Officer. Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Should it be determined that the release of medical information to the requester could have an adverse effect upon the individual's physical or mental health, the requester will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that record.

For personal visits to examine records, the individual should be able to provide some acceptable identification such as a driver's license or other form of picture identification.

Contesting record procedures:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Individuals, attorneys, fiscal administrators, hospital contractors, other agencies, and congressional offices.

Exemptions claimed for the system:

None.

DOCHA 07

System name:

Medical Claim History Files

System location:

Primary System--OCHAMPUS, DoD, Aurora, Colorado 80045-6900.

Decentralized Segment--Office of Civilian Health and Medical Program of the Uniformed Services- Europe (OCHAMPUSEUR), APO New York 09102; Fiscal intermediaries/Contractors (FIs) under contract to OCHAMPUS. Each company listed below maintains claim files on beneficiaries in their respective geographical areas.

Blue Shield of California, P.O. Box 3706, Escondido, CA 92025.

Hawaii Medical Service Association, P.O. Box 860, Honolulu, HI 96808.

Blue Cross and Blue Shield of Rhode Island, One Weybosset Hill, Providence, RI 02903.

Blue Cross and Blue Shield of South Carolina, P.O. Box 6119, Columbia, SC 29260.

Blue Cross of Washington-Alaska, P.O. Box 77084, Seattle, WA 98177.

Wisconsin Physicians Service, P.O. Box 7927, Madison, WI 53707.

Categories of individuals covered by the system:

Eligible beneficiaries and all individuals who seek health care under CHAMPUS/CHAMPVA.

Categories of records in the system:

File contains claims, billings for services, applications or approval forms, medical records, family history files, or any other correspondence, memorandum, or report which are acquired or utilized in the development and processing of CHAMPUS/CHAMPVA claims. Records are maintained on temporary health care/maintenance demonstration projects, i.e., enrollment and bank authorization agreements, correspondence, memoranda, forms and reports which are acquired or utilized during the projects. Also included are records on appeals and hearings.

Authority for maintenance of the system:

44 USC 3101; 41 CFR 101-11.000; Chapter 55, 10 USC; Section 613, Chapter 17, 38 USC; 32 CFR Part 199.

Purpose(s):

OCHAMPUS and its FIs use the information to control and process health care benefits available under CHAMPUS including the processing of medical claims, the control and approval of medical treatments, and necessary interface with providers of health care.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral to federal, state, local, or foreign governmental agencies, and to private business entities, including individual providers of care, on matters relating to fraud, program abuse, utilization review, quality assurance, peer review, program integrity, third-party liability, coordination of benefits and civil or criminal litigation related to the operation of CHAMPUS.

Information from CHAMPVA claims will be given to the Veterans Administration.

Disclosure to third-party contacts in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning his or her entitlement, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal.

Issuance of deductible certificates; responding to inquiries from congressional offices, made at the request of the person to whom a record pertains; and conducting audits of FI processed claims to determine payment and occurrence accuracy of the FI's adjudication process.

Process and control of recoupment claims in favor of the United States arising under the Federal Claims Collection Act. In connection with these recoupment claims, information may be disclosed to:

a. The U.S. Department of Justice, including U.S. Attorneys, for legal action and final disposition of the recoupment claims.

b. The Internal Revenue Service to obtain current address information on delinquent accounts receivable (automated controls exist to preclude redisclosure of solicited IRS address information) and to report amounts written-off as uncollectible as taxable income.

c. Private collection agencies for collection action when deemed to be in the best interest of the U.S.

Disclsoure to consumer reporting agencies:

Disclosures pursuant to 5 USC 552a(b) (12) may be made to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 USC 1681a(f)) or the Federal Claims Collections Act of 1966 (31 USC 3701 (a) (3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records maintained on magnetic tape and disc. Paper records maintained in file folders.

Retrievability:

Information is retrieved by sponsor's Social Security Number; beneficiary's name; classification of medical diagnosis, procedural code, or geographical location of care provided; and selected utilization limits.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Decentralized automated segments within FI operations are accessible on-line only to authorized persons possessing user identification codes. The automated portion of the Primary System is accessible only through the medium of OCHAMPUS-prepared computer programs resulting in a print-out of the data. OCHAMPUS buildings are protected by military police security force.

Retention and disposal:

Records maintained on magnetic tape are individual annual files and are permanent. Paper records are closed out at the calendar year end in which processed, held one additional year, and transferred to the Federal Records Center. Federal Records Centers will destroy after an additional four-year retention.

System manager(s) and address:

Chief, Contract Management Division, OCHAMPUS, DoD, Aurora, Colorado 80045-6900. Telephone: (303) 361-8043.

Notification procedure:

Information may be obtained from the Privacy Act Officer.

Record access procedures:

Requests should be addressed to the Privacy Act Officer.

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address, and telephone number. Should it be determined that the release of medical information to the requester could have an adverse effect upon the individual's physical or mental health, the requester will be required to provide the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of the record.

For personal visits to examine records, the individual should provide some acceptable identification such as driver's license or other form of picture identification.

Contesting record procedures:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Physicians, hospitals, and other sources of care; individuals; insurance companies; and consultants.

Exemptions claimed for the system:

None.

DOCHA 09

System name:

Grievance Records.

System location:

OCHAMPUS, DoD, Aurora, Colorado 80045-6900.

Categories of individuals covered by the system:

Current or former Federal employees who have submitted grievances in accordance with 5 USC 2302 and 5 USC 7121 or a negotiated procedure.

Categories of records in the system:

Documents related to grievances including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that OCHAMPUS may establish through negotiations with recognized labor organizations.

Authority for maintenance of the system:

5 USC 2302 and 5 USC 7121.

Purpose(s):

To control and process Federal employee grievances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosure to appropriate federal, state, or local agencies responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation; to disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested; to disclose information to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of jobs, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the agency's decision on the matter; to respond to inquiries from that congressional office made at the request of that individual concerned by the system; to disclose information to another federal agency or to a court when the government is party to a judicial proceeding before the court; to disclose information to officials of the Merit Systems Protection Board including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission when requested in performance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding; and to provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters effecting work conditions.

See also the Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

This information is used in the creation and maintenance of records of summary descriptive statistics and analytical studies or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

Information is retrieved by individual name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. OCHAMPUS buildings are protected by military police security force.

Retention and disposal:

Records are closed at the end of the calendar year in which they are closed, held an additional seven years, and then destroyed.

System manager(s) and address:

Personnel Office, OCHAMPUS, DoD, Aurora, Colorado 80045-6900, Telephone: (303) 361-3954.

Notification procedure:

Information may be obtained from the Privacy Act Officer.

Record access procedures:

Requests should be addressed to the Privacy Act Officer.

Written requests for information should include the full name of the individual.

For personal visits to examine records, the individual should provide some acceptable identification such as a driver's license or other form of picture identification.

Contesting record procedures:

The agency's rules for access to records, contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Individuals, witnesses, agency officials, and organizations.

Exemptions claimed for the system:

None.

DPA DCR.A 01

System name:

Joint Civilian Orientation Conference Files.

System location:

Directorate for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs)(OASD(PA)).

Categories of individuals covered by the system:

Any person nominated to participate in the Joint Civilian Orientation Conference.

Categories of records in the system:

Nominating letters, biographical information and administrative processing papers.

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Purpose(s):

Data is provided to the Assistant Secretary of Defense and his immediate subordinates and is used in making a selection of participants representing the broadest possible cross-section of nominees, and prevent administrative duplication.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name.

Safeguards:

Records are maintained in locked file case and accessible only to authorized personnel.

Retention and disposal:

Name, address and title files are permanent. Nomination files are retained while nominations are active, then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Director for Community Relations Office of the Assistant Secretary of Defense (Public Affairs) Room 1E798 Pentagon Washington, D.C. 20301 Telephone: 202-595-2113.

Record access procedures:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Secretary of Defense, Assistant Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretaries of the Military Departments, Military Services Chiefs, Commanders of Major Military Commands, Director of Defense Agencies, former conference participants, and occasionally Members of Congress.

Exemptions claimed for the system:

None.

DPA DFOI.A 05

System name:

Freedom of Information Program Case Files.

System location:

Primary system: Directorate for Freedom of Information and Security Review, Of Assistant Secretary of Defense (Public Affairs). Decentralzed segments: Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any citizen who makes a request for records under the Freedom of Information Program to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to Office Secretary of Defense for administrative support.

Categories of records in the system:

Name, firm, address of individual requestor, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the government. Name, titles or positions of each person primarily responsible for an initial or final denial on appeal of a request for a record. The results of any disciplinary proceeding, including an explanation of a decision not to discipline, that was initiated against an officer or employee because a court determined arbitrary or capricious action.

Authority for maintenance of the system:

Title 5, United States Codes, Section 552, The Freedom of Information Act, as amended by Pub. L. 93-502.

Purpose(s):

Data is used by officials in Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) to administratively control requests to insure compliance with Pub. L. 93-502, and to research historical data on release of records so as to facilitate conformity in subsequent actions; data is also used for development of annual report required by Pub. L. 93-502, and to compute processing costs to the government, and other management data such as, but not limited to number of requests, type or category of records requested, average processing time, average cost to requestor, percentage of denials and number of denials by exemption. Data in the decentralized segments is used by Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for Administrative Support.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic disks, computer paper printout, index file cards, and paper records in file folders.

Retrievability:

Filed by request number and retrieval by name, subject material (to include dates) and request number using conventional indices.

Safeguards:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of Identification codes; one for search and another for maintenance.

Retention and disposal:

Annual departmental reports are permanent records. All other reports and files, other than appeal and control files, may be destroyed two to five years after reply, depending on document status. Appeal files are destroyed four years after final determination, or three years after final adjudication, whichever is later. FOIA control files are destroyed five years after date of last entry. Official file copies or records are disposed of in accordance with approved departmental disposition instructions or with related FOIA request, whichever provides the later disposal date.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D.C. 20301 Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

Record access procedures:

Requests from individuals should be addressed to: Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs) Room 2C757, the Pentagon, Washington, D. C. 20301. Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is driver's license or comparable identity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for records originating from citizens under the Freedom of Information Act and subsequent data provided by form and memoranda by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

Exemptions claimed for the system:

None.

DPA DSR.AO6

System name:

Security Review Index File.

System location: Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)).

Categories of individuals covered by the system:

Department of Defense officials who present statements, testify, or who furnish information to the Congress of the United States. Department of Defense officials and citizens or organizations outside the Defense Department who submit documents, such as but not limited to, speeches and articles, for clearance prior to public release.

Categories of records in the system:

Name, organization of individual submitting document for clearance.

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Purpose(s):

This information is used by officials of Directorate for Freedom of Information and Security Review, Office of the Secretary of Defense (Public Affairs) to identify and locate documents which are maintained in a separate classified file in order to facilitate research of historical data in previously processed documents to ensure conformity in subsequent actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index file cards in card file cabinets.

Retrievability:

Filed by case number, name, source (Organization), and subject-numerical.

Safeguards:

Index file cards are maintained in security containers with access only to officials in accordance with assigned duties.

Retention and disposal:

Records are permanent. Files are cut off at end of each calendar year. Cut off files are maintained in current files area.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Director, Freedom of Information and Security Review Office of the Assistant Secretary of Defense (Public Affairs) Room 2C757, Pentagon, Washington, D.C. 20301 Telephone: 202-697-2023. Request should include full name, organization, address and affidavit, or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

Record access procedures:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for clearance of documents originating from officials, organizations, or individuals under Title 10, United States Code, Section 136.

Exemptions claimed for the system:

None.

DPA DSR.B 11

System name:

Mandatory Declassification Review Files.

System location:

Primary system -- Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs). Decentralized segments - Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any person (or records repository) who makes a request to the Office of the Secretary of Defense or activities assigned to Office of the Secretary of Defense for Administrative support for the Mandatory Declassification Review of Records under Executive Order 12065 (Sections 3-5). That aspect of the Executive Order pertaining to the systematic view of classified Defense documents is acted upon by the Records Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D.C. 20301. Overall responsibility for the Department of Defense Information Security Program rests with the Deputy Under Secretary for Policy Review.

Categories of records in the system:

Names, firms or address of requester, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the Government. Names, titles, or positions of each person primarily responsible for an initial or final denial on appeal of a request for declassification of a record.

Authority for maintenance of the system:

Executive Order 12065, 'National Security Information', June 28, 1978, as amended.

Purpose(s):

To be used by officials of the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) and Under Secretaries of Defenses Assistants to the Secretary of Defense or equivalent. The Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for Administrative Support to administratively control requests to ensure compliance with Executive Order 12065 and DoD Regulation 5200.1-R, 'Information Security Program Regulation', December 1978; and research historical data on release of records so as to facilitate conformity to subsequent actions. Data is used for developing annual report required by Executive Order 12065, and other management needs such as, but not limited to, number of requests; type of category of records requested; average processing time; average costs to requestor; percentage of denials and number of denials by exemption; and for computing processing costs to the Government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic disks, computer paper printouts, index file cards, and paper records in the file folders.

Retrievability:

Filed by request number and retrieved by name, subject material (including date), request number using conventional indices, referring agency, or any combination of fields.

Safeguards:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of identification code; one for search and another for maintenance.

Retention and disposal:

Files that grant access to records are held in current status for two years after the end of the calendar year in which created, then destroyed. Files pertaining to denials of requests are destroyed 5 years after final determination. Appeals are retained for 3 years after final determination.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Director, Freedom of Information Security Review Office, Assistant Secretary of Defense (Public Affairs) Room 2C757, Pentagon, Washington, D.C. 20301 Telephone: 202-697-1180.

Record access procedures:

Request from individuals should be addressed to the above office and should include full name and address. Personal visits are restricted to Room 2C757. Individuals should be able to present acceptable identification, that is driver's license or comparable idenfity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for Mandatory Declassification Review and subsequent release of records originated from individuals under Executive Order 12065, and subsequent date provided by form and memorandum by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

Exemptions claimed for the system:

None.

DPA DXA.C 09

System name:

Public Correspondence Files.

System location:

Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs).

Categories of individuals covered by the system:

Any person who writes to the Department of Defense requesting general information.

Categories of records in the system:

Letters of inquiry and replies.

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Purpose(s):

Information is used by the Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs) to provide a record of answers to general inquiries submitted by the public.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published systems notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in paper folders.

Retrievability:

By name.

Safeguards:

Access by authorized personnel only.

Retention and disposal:

Retained for two years, then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Staff Assistant for Public Correspondence Office of Assistant Secretary of Defense (Public Affairs), Room 2D771, The Pentagon, Washington, D.C 20301 Telephone: 202-697-5737.

Record access procedures:

Requests should be addressed to: Office of the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D.C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Any individual inquiry and response thereto.

Exemptions claimed for the system:

None.

DPA DXA.D 10

System name:

Privacy Act Request for Access Files.

System location:

Primary System - Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Washington, D.C. 20301. Decentralized Segments - Offices of the Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any citizen who makes a request for access to records under the Privacy Act to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to the Office of the Secretary of Defense for administrative support. Requests from the public for amendment of records, other questions concerning the Privacy Act, and matters pertaining to Privacy Act Program management are acted upon by the Record Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D.C. 20301.

Categories of records in the system:

Names, firms address, and other personal identifiers of the individual requester, identification of records requested, dates and summaries of action taken, and related documents associated with processing requests. In addition, names, titles or positions of each person primarily responsible for action on requests for records. Results of follow-on action, if any, to include request for review of refusal of the individual's request.

Authority for maintenance of the system:

Title 5, U.S.C. 552a, the Privacy Act of 1974; Pub. L. 93-579.

Purpose(s):

Information is used by officials in Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs); Offices of the Under Secretary of Defense, Assistant to the Secretary of the Chiefs of Staff, and other activities assigned to the Office Administrative Support to control administratively requests to insure compliance with Pub. L. 93-579 and to research historical data for annual report statistics and other Management information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index file cards and paper records in file folders.

Retrievability:

Filed chronologically by request number and retrieved by name and/or request number using conventional indices and cross-references.

Safeguards:

Records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties.

Retention and disposal:

Files are kept for five years after date of reply in denial cases which are not appealed. Appealed cases are kept 4 years after final determination or 3 years after final adjudication by the courts whichever is later. Where access is granted, files are destroyed after two years.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Director, Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D.C. 20301. Telephone: 202-697-1180.

Record access procedures:

Requests from individuals should be addressed to the office stated above and should include full name, address, and notarized signature. For personal visits, individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for access to records -- under the Privacy Act -- originating from citizens, and subsequent data provided by officials who hold the requested records, act upon the request, and who are involved in the review of denials of the requests.

Exemptions claimed for the system:

None.

DPA&E 02

System name:

Administrative Files for Office of the Director, Program Analysis and Evaluation.

System location:

Office of the Director, Program Analysis and Evaluation, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All current and former military and civilian personnel employed by or assigned to PA&E since 1965. Current and some past applicants or prospects for civilian or military jobs. Some contractor personnel. Other DoD or outside personnel currently or previously assigned, or under consideration, to provide support or work with PA&E.

Categories of records in the system:

System contains individual application forms; biographical data; employment history; professional and military experience; schooling and academic records; performance effectiveness data; honors; awards and decorations; security forms; security clearances; security violations publications; training and career development information; telephone rosters; certain financial interest and medical history data; information used to evaluate individuals for employment, promotion, reassignment, training, retention and awards, job descriptions; letters of commmendations or appreciation; overtime pay records; travel orders; certain travel vouchers; retirement application papers; tenure data; next employment information; savings bond and Combined Federal Campaign (CFC) data (current year only); and miscellaneous personnel and administrative data of like nature.

Authority for maintenance of the system:

10 U.S.C. 136.

Purpose(s):

Used by ODPA&E to evaluate current and prospective employees; to locate former personnel and prospect; to analyze professional staff background; to make decisions on hiring, promotion, training, awards, or disciplinary actions; to make comparative analyses of personnel data such as turnover rates, awards, academic degrees, average age, travel, and overtime; to determine level of security access permissible; to evaluate conformance with standards of conduct rules; to evaluate contractor capabilities; to provide information on current or former personnel to authorized investigators and potential outside employers; to make campaign reports; to evaluate effectiveness of PA&E personnel operations; to input selected data to computer sytem; to perform computer analysis of the data; and to prepare reports, rosters and statistical data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders. Biography book. Computer disks. Computer paper printouts. Microfiche. Charts.

Retrievability:

Information accessed by last name of individual. Individual user codes and passwords required to access information stored in computer.

Safeguards:

Building employs security guards. Sensitive manually stored data kept in locked cabinets or safes and may be accessed only by authorized personnel. Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords.

Retention and disposal:

Records on current and former personnel are permanent. Travel orders, overtime authorizations and similar fiscal records kept for three years. Applicant files are screened about once a year and information outdated or no longer needed is destroyed. Campaign data for other than current year is destroyed annually.

System manager(s) and address:

Office of the Director, Program Analysis and Evaluation, Room 2D321, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: ODPA&E, Assistant for Management, Room 2D321, Pentagon, Washington, D.C. 20301 Telephone: 202-697-9189.

Record access procedures:

Requests from individuals should be addressed to: ODPA&E, Assistant for Management, Room 2D321, Pentagon, Washington, D.C. 20301. Written request must contain full name and identification of the individual. Visitors may be required to provide identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b, and OSD Administrative Instruction No. 81.

Record source categories:

Current and previous employers, instructors, associates and contacts; DoD civilian and military personnel offices; DoD security offices; DoD payroll, travel and fiscal offices; Civil Service Commission; contractors; Air Force Data Service Center (AFDSC); PA&E personnel; educational institutions; and financial institutions.

Exemptions claimed for the system:

None.

DSMC 01

System name:

Defense Systems Management College (DSMC) Personnel Information Files.

System location:

Administrative and Personnel Service Directorate, Defense Systems Management College (DSMC), Ft. Belvoir, VA 22060-5426.

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to the Defense Systems Management College.

Categories of records in the system:

Data includes summary of occupational experience, education, training, security clearance, home address, home telephone number, dependent status, awards and decorations, promotion status, pay status.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Purpose(s):

Information is used by supervisory officials to obtain information on which to base decisions; by assigned Personnel Management Assistants for accomplishment of records maintenance and personnel services to individuals assigned and attached; for publication of biographical data booklets, personnel rosters, telephone directories, and organizational charts by the Administrative and Personnel Services staff. Information from records contained in the system may be provided to any component of the Department of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to and used by law enforcement or investigative authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

See also the Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary files are paper records in file folders and punched cards and computer disks.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building is locked during nonbusiness hours. File storage is in locked file cabinets. Only authorized personnel have access to files.

Retention and disposal:

Files are retained for one year after individual transfers, separates or retires; then are destroyed.

System manager(s) and address:

Director, Administrative and Personnel Services, Defense Systems Management College, Ft. Belvoir, VA 22060-5426.

Notification procedure:

Information may be obtained from the System Manager, Telephone: 703-664-1175.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN.: DCOS-AP, Ft. Belvoir, VA 22060-5426. Written requests for information should contain full name and current address of the individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data is obtained from the individual, from official personnel folders (201 files), from Standard Form 171, and from supervisory officials.

Exemptions claimed for the system:

None.

DSMC 02

System name:

Defense Systems Management College (DSMC) Student Files.

System location:

Office of the Registrar, Defense Systems Management College (DSMC), Building 202, Ft. Belvoir, VA 22060-5426.

Categories of individuals covered by the system:

All current, former, and nominated students of the Defense Systems Management College, (DSMC).

Categories of records in the system:

Data includes name, dependent data, SSAN, career brief application form, security clearance, college transcripts, correspondence, DSMC grades, instructor and advisor evaluations, education reports, official orders, current address, and individual's photograph and other personal and experience historical data on past and present students.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Purpose(s):

This data is used by college officials to provide for the administration of and a record of academic performance of current, former, and nominated students; to verify attendance and grades; to select instructors; to make decisions to admit students to programs and to release students from programs; to serve as a basis for studies to determine improved criteria for selecting students; to develop statistics relating to duty assignments and qualifications. This data is used by the Registrar in preparing locator directories of current and former students which are disseminated to students, former students and other appropriate individuals and agencies for purposes of administration; by college officials in preparing student biographical booklets, student rosters, and press releases of student graduations and to evaluate quality content of various courses. This data may be transferred to any agency of the Department of Defense having an official requirement for the information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order. See OSD Blanket Routine Uses at the head of the Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed records are sequenced alphabetically by last name, by class, and course. Locator cards are filed alphabetically in two categories; active students (by course) and former students.

Safeguards:

Records are maintained in locked cabinets, in an area accessible only to authorized personnel. Building is locked during non-business hours. Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Defense Systems Management College, ATTN.: Registrar, Ft. Belvoir, VA 22060-5426.

Notification procedure:

Information may be obtained from the System Manager, Telephone: 703-664-3120.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN.: DCOS-AD, Building 202, Ft. Belvoir, VA 22060-5426. Written requests for information should contain full name, current address and telephone number, and course and class of individual, and must be signed.

For personal visits, the individual must provide acceptable identification, such as an ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, supervisors, employers, instructors, advisors, examinations, and official military records.

Exemptions claimed for the system:

None.

DSMC 06

System name:

Defense Systems Management College (DSMC) Mailing Lists.

System location:

Primary Location - Actionmail Company, 4825 Beech Place, Temple Hills, MD 20748.

Hard copy back up files (letter and card requests) and computer printouts are located in the Publications Directorate Offices, Defense Systems Management College, Building 205, Fort Belvoir, VA 22060-5426.

Categories of individuals covered by the system:

Former Defense Systems Management College students; members of the DSMC Policy Guidance Council and Board of Visitors; program managers associated with defense and other government acquisition programs; key acquisition managers throughout the U.S. government; former staff and faculty members, and other individuals who request they be included in the system. Except for program management course graduates, everyone in the system is there by request.

Categories of records in the system:

File contains name, Class at DSMC, job code, mailing address, rank or grade, position title and affiliation.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Purpose(s):

Data is used by DSMC to provide a mailing list for the distribution of 'Program Manager', The Journal of the Defense Systems Management College, surveys, graduate registers, DoD Directives, Instructions and Policy Memoranda concerning defense acquisition and other guides and booklets relating to acquisition management; to prepare lists of Department of Defense Program Managers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Actionmail Company operates and maintains the system based on information provided by the Publications Directorate, Department of Research and Information, Defense Systems Management College, Fort Belvoir, VA 22060-5426.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is computer data base.

Hard copy back-up files are paper records in file folders and in computer printout folders.

Retrievability:

Files are retrievable by name, class, data base code, and zip code.

Safeguards:

Primary location is a controlled access area.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Retention and disposal:

Records are permanent, updated every two years.

System manager(s) and address:

Dean, Department of Research and Information, Defense Systems Management College, Building 202, Fort Belvoir, VA 22060-5426.

Notification procedure:

Information may be obtained from the System Manager. Telephone: 703-664-5783.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Director, Administrative and Personnel Services, Building 202, Fort Belvoir, VA 22060-5426.

Written requests for information should contain the full name of the individual, and current address.

For personal visits, the individual must provide acceptable identification, such as military or other ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the Office of Personnel Management (OPM) (including their automated personnel systems).

Exemptions claimed for the system:

None.

DUSDP 02

System name:

Special Personnel Security Cases.

System location:

Security Plans and Programs Directorate, Office of the Deputy Under Secretary of Defense (Policy), ODUSD(P), Washington, D.C.

Categories of individuals covered by the system:

Individuals affiliated with the DoD, upon whom an investigation has been conducted by a Department of Defense (DoD) Component investigative organization authorized to conduct personnel security investigations other investigative organization of the Federal Government of individuals who have been the subject of a DoD Component personnel security determination, or who have had access to DoD classified information, whenever the investigation, personnel security determination, or access involves unique circumstances having special significance with respect to DoD personnel security policy. Also, individuals for whom waivers have been granted from specific provisions of the Industrial Security Regulation (5220.22-R) and/or Industrial Security Manual (5220.22-M).

Categories of records in the system:

Statements of personal history; investigative reports; adjudicative findings; inter-office memoranda; policy interpretation; memoranda recommending courses of action; legal opinions, etc.

Authority for maintenance of the system:

Title 5, United States Code, Section 301.

Purpose(s):

This data is used as basis for Security Plans and Programs Directorate staff access to determine the need for overall personnel security policy revision or adjustment; to ensure that component personnel security determinations are consistent with DoD personnel security program policy; to assure that personnel security investigations conducted by the Defense Investigative Service (DIS), the National Security Agency (NSA), and the Military Departments are in compliance with DoD personnel security investigative policy; and to provide precedents for use in determining whether to grant waivers of the provisions of the Industrial Security Regulation and/or Industrial Security Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Records are filed alphabetically by last name of the subject of the investigation or personnel security determination having special significance with respect to DoD personnel security policy. Also, records are filed alphabetically by last name of the personnel for whom waivers have been granted under the Industrial Security Program.

Safeguards:

Records are stored in security combination lock file containers, and are accessible only by Security Plans and Programs personnel who are properly cleared and who are the official authorized users.

Retention and disposal:

Routine investigations are destroyed 15 years after the date of the last action. Those involving significant incidents are destroyed 25 years after the date of the last action.

System manager(s) and address:

Director, Security Plans and Programs Directorate, Office of the Deputy Under Secretary of Defense (Policy), Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained by the Office of the Deputy Under Secretary of Defense (Policy) Security Plans and Programs Directorate, Room 3C277, Pentagon, Washington, D.C. 20301 Telephone: 202-697-3969.

Record access procedures:

Requests from individuals should be addressed to: Office fo the Deputy Under Secretary of Defense (Policy) Security Plans and Programs Directorate, Room 3C277, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name of the individual, date and place of birth, and notarized signature. The records requested may be made available to individuals for review at the following location: Security Plans and Programs Directorate ODUSD(P), Room 3C271, Pentagon Washington, D.C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b, and OSD Adminstrative Instruction No. 81.

Record source categories:

Information is obtained from record subjects; Federal Bureau of Investigation; Office of the Secretary of Defense; Organization of the Joint Chiefs of Staff; DoD Defense Agencies; and the Military Departments, including investigative reports, inter and intra Department memoranda and letters, case analyses, memoranda for the record, and other correspondence related to the cases.

Exemptions claimed for the system:

Parts of this record system may be exempt under U.S.C. 552a (k)(5).

DUSDP 05

System name:

Defense Automated Case Review System (DACRS).

System location:

Office of the Under Secretary of Defense (Policy), The Pentagon, Washington, D. C., 20301-2000.

Categories of individuals covered by the system:

Export license applicants and intermediate and ultimate consignees.

Categories of records in the system:

Export license applications, names and addresses of applicants and consignees, classified intelligence reports on foreign consignees and activities, proprietary business information, credit reports, product description, technical evaluation of commodities and technology, and Department of Defense recommendations to Department of Commerce on case dispositions.

Authority for maintenance of the system:

Export Administration Act S5 and S10(g).

Purpose(s):

To permit the Under Secretary of Defense (Policy) (DUSD(P)) to fulfill Presidentially mandated requirements to expeditiously review and make recommendations to the Department of Commerce (DOC) on export license applications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Office of the Secretary of Defense (OSD) analysts to prepare Department of Defense (DoD) positions and recommendations on export license applications. Users include policy and technical analysts, supervisory personnel up to and including Deputy Under Secretary of Defense (Policy)/Defense Technology Security Administration (DTSA) in DoD. Information shared with strategic trade analysts and supervisors in Department of State (DOS), and DOC and Customs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tape discs, microfiche and microfilm in secure computer facility.

Retrievability:

Files are retrieved by case number, applicant, purchaser, consignee commodity, and proposed end use.

Safeguards:

All files in this system are protected by limited, controlled access and locked doors. Only professional and/or research staff with appropriate security clearances are given access to files.

Retention and disposal:

Files will be maintained and updated as long as DoD export control review program continues.

System manager(s) and address:

Deputy Under Secretary for Trade Security Policy
Director, Counterintelligence and Security Policy
Office of the Under Secretary of Defense (Policy)
The Pentagon, Washington, D. C., 20301-2000

Notification procedure:

Unclassified, non-proprietary information may be obtained by written request to the system manager giving full name and residence. Identity verification may be required. Status of active export license applications may be obtained by accessing DoD Export License Status Advisor (ELISA), Remote Electronic Bulletin Board, (202) 697-6109.

Record access procedures:

See Notification Procedure above.

Contesting record procedures:

The agency's rules for access to records and for contesting content and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administration Instruction No. 81.

Record source categories:

Information is obtained from various federal government agencies and civilian entities.

Exemptions claimed for the system:

None.

DUSDP 06

System name:

Defense Personnel Security Research & Educational Center Research Files.

System location:

Records in the system are located at three sites: Defense Personnel Security Research & Education Center, 99 Pacific Street, Building 455E, Monterey, CA 93940-2481; Defense Manpower Data Center, Suite 200, 550 Camino El Estero, Monterey, CA 93940-3231; and Data Center, Naval Postgraduate School, Monterey, CA 93943.

Categories of individuals covered by the system:

Present and former Department of Defense (DoD) civilian employees, military members, and DoD contractor employees who have or had security clearances.

Categories of records in the system:

Lists of cleared individuals, DD Forms 398 and 398-2, background investigations, responses from interviews and questionnaires.

Authority for maintenance of the system:

50 U.S.C. 781-887, Internal Security Act of 1950; Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons; Executive Order 10450, Security Requirements for Government Employment; Executive Order 10865, Safeguarding Classified Information Within Industry; Executive Order 12333, United States Intelligence Activities; Executive Order 12356, National Security Information; and 5 U.S.C. 301, Departmental Regulations, which authorizes DoD Directive 5210.79, "Defense Personnel Security Research and Education Center (PERSEREC)," and DoD Regulation 5200.2-R, "DoD Personnel Security Program Regulation."

Purpose(s):

To perform research and analyses for (1) evaluating and improving DoD personnel security procedures, programs, and policies; (2) assisting in providing training, instruction, and advice on personnel security subjects for DoD Components; (3) encouraging cooperative research within and among DoD Components on projects having DoD-wide implications in order to avoid duplication; (4) addressing items of special interest to personnel security officials within DoD Components; and (5) identifying areas in the personnel security field that warrant more intense scrutiny.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records in this system may be disclosed to the following users for the stated purposes: Federal, State, and local government agencies if necessary to obtain information from them; a Congressional office in response to an inquiry made at the request of the record subject; General Services Administration and National Archives and Records Administration for records management inspections authorized by 44 U.S.C. 2904 and 2906. See also the blanket routine uses set forth at the beginning of this agency's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper, computer and computer output products, and in microform.

Retrievability:

Records may be retrieved by name, Social Security number, or military service number.

Safeguards:

Records are stored under lock and key, in secure containers, or on electronic media with intrusion safeguards. Research results are not identifiable to any specific individual.

Retention and disposal:

Information is retained for the life of the research project. When no longer needed for the project, paper records are shredded and computer media are erased or degaussed.

System manager(s) and address:

Director, Defense Personnel Security Research & Education Center, 99 Pacific Street, Building 455E, Monterey, CA 93940-2481

Notification procedure:

An individual may determine if the record system contains information retrieved by his or her personal identifier by contacting the system manager at the address listed above and providing sufficient proof of identity such as full name, Social Security number, date and place of birth, military service number (if service was before 1968), military or civilian status while associated with the Department of Defense, place and data of DoD or contractor employment, or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to the system manager listed above and must contain sufficient information to identify the individual, such as the identifying information listed under "Notification Procedure," above.

Contesting record procedures:

Rules for contesting the contents of records pertaining to an individual are contained in Office of the Secretary of Defense Administrative Instruction Number 81 (32 CFR Part 286b) and may be obtained from the system manager identified above.

Record source categories:

Information is obtained from the Defense Central Investigations Index, military records, DoD civilian employment and military personnel records, Defense Investigative Service records, a records of the Departments of Justice and Treasury, and interviews with and questionnaries completed by record subjects.

Exemptions claimed for the system:

None.

DUSDRE 02

System name:

OUSDRE Personnel Administration Files.

System location:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office of the Secretary of Defense, Room 3E1006, Pentagon, Washington, D.C. 20301-3000.

Categories of individuals covered by the system:

All employees assigned to or considered for positions in OUSDRE including civilian and military personnel and consultants.

Categories of records in the system:

These files contain position descriptions; biographical resumes, qualification statements, (171, SF 173, SF 398, SF 161, etc.); Confidential Statement of Affiliations and Financial Interests, Department of Defense Personnel (DD Form 1555); requests for personnel actions (SF 52, 108); notification of Personal Action (SF 50); appointments affidavits (SF 61, 61B); award recommendations appraisals and efficiency reports; time and attendance records (SF 1135); travel orders and vouchers and security clearance information.

Authority for maintenance of the system:

10 U.S.C. 133.

Purpose(s):

The information contained in these personnel files is used by the office manager, supervisory personnel and the Under Secretary of Defense for Research and Engineering in the management of his organization. Specific uses include: determining eligibility for appointment to positions; reviewing financial interest and background of individual applying for appointments; comparing individuals resumes with job requirements; keeping account of time worked; travel performed; orders issued; awards given to Personnel and Security Clearances granted.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of the individual concerned.

Safeguards:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are temporary in nature and are destroyed after individuals leave employment of OUSDRE or are no longer under consideration for employment.

System manager(s) and address:

Executive Assistant to USDRE, Office of the Secretary of Defense, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Personnel Assistant Office of the Executive Assistant to USDRE Room 3E1006, Pentagon Washington, D.C. 20301-3000 Telephone: 202-695-6556. Written requests for information should contain the full name of the individual, current address, telephone number, and any other information which would help in identifying the desired information. For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be verified with his 'case folder.'

Record access procedures:

Requests should be addressed to System Manager as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the Directorate for Personnel and Security, Security Division, Washington Headquarters Services, Department of Defense, individuals concerned, travel vouchers, security forms, travel orders, individual's supervisors, and time and attendance clerks.

Exemptions claimed for the system:

None.

DUSDRE 04

System name:

Requests for Two-Year Foreign Residence Waiver Files.

System location:

Security Policy and Review Division - Office of the Director Program Control and Administration, Office of the Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense.

Categories of individuals covered by the system:

Any foreigner applying for a Waiver of Foreign Residency.

Categories of records in the system:

Files contain requests for waiver of foreign residency.

Authority for maintenance of the system:

Mutual Educational and Cultural Exchange Act of 1961 (75 Stat. 535).

Purpose(s):

Data is used by Under Secretary of Defense for Research and Engineering, Security Policy and Review Division officials to evaluate requests of foreigners requesting waiver of Foreign Residency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building guards and secure (vault) area. Records are maintained in an area accessible only to authorized personnel.

Retention and disposal:

Retained in active file for ten years, then destroyed.

System manager(s) and address:

Director, Program Control and Administration, OUSDRE, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301-3000.

Notification procedure:

Information may be obtained from: Security Policy and Review Division, Room 3D1065, Penatgon, Washington, D.C. 20301-3000 Telephone: 202-697-3459.

Record access procedures:

Requests from individuals should be addressed to: Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301-3000. Written requests for information should contain full name of individual, current address and telephone number and approximate date of waiver request. For personal visits, individual must be able to provide appropriate identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application and related correspondence from sponsor and individual requesting waiver.

Exemptions claimed for the system:

None.

DWHS P01

System name:

Senior Executive Service (SES) and Equivalent Level Files.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any individual who is currently in, was recommended for, or has held an executive position in the Office of the Secretary of Defense (OSD), OSD field activities, the Organization of the Joint Chiefs of Staff, the U.S. Court of Military Appeals, the U.S. Mission to NATO, the NATO International Staff, the NATO Support Group, and the Defense agencies.

Categories of records in the system:

File contains both approved and disapproved cases. File also contains copy of individual's SF 171, position description, position evaluation statement, organization chart, Office of Personnel Management (OPM) Form 1390, SF-161, or 161A, correspondence, and other selected documents.

Authority for maintenance of the system:

Title 5, United States Code, Section 301.

Purpose(s):

To be used by officials of the Office of the Secretary of Defense (OSD), OSD field activities, the Organization of the Joint Chiefs of Staff (OJCS), the U.S. Court of Military Appeals (COMA), the U.S. Mission to NATO the NATO International Staff, the NATO Support Group, and the Defense Agencies to provide information necessary for carrying out the SES personnel and position management functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Office of the Personnel Management (OPM) for use in carrying out its Government-wide personnel functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders in metal file cabinets.

Retrievability:

Filed by organization, and then alphabetically by name.

Safeguards:

Access is granted only to personnel and management officials having a need-to-know. Building employs security guards. Records are maintained in an area accessible only to authorized personnel.

Retention and disposal:

File maintained indefinitely.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security Washington Headquarters Services (WHS), Room 3B347, Pentagon, Washington, D.C. 20301 Telephone: 202-697-4211.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

SD-171 from individual, other material obtained from personnel offices and statements from management officials.

Exemptions claimed for the system:

None.

DWHS P04

System name:

Reduction-In-Force Case Files.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Civilian employees serviced by OSD System Manager who have been reached for reduction-in-force action.

Categories of records in the system:

Copies of retention registers, letters from management officials, letters prepared by Personnel to individual regarding type of action required, correspondence from individual concerned and other miscellaneous correspondence concerning the specific action.

Authority for maintenance of the system:

5 U.S.C. 1302, 3502.

Purpose(s):

To be used by Management Officials of OSD, Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chief of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Service (WHS) for review of reduction-in-force situation in cases of questions on qualifications. This background information may be used by the Office of Personnel Management (OPM) for appeal cases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed alphabetically by last name. Destroy two years after case is closed.

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name. Destroyed two years after case is closed.

Safeguards:

Building employs security . In file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Destroy two years after case is closed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Letters to individuals originated by Personnel, Retention Registers furnished by Personnel, correspondence from management officials, correspondence from individual concerned, correspondence from Office of Personnel Management and correspondence from appeal examiner in case of an appeal.

Exemptions claimed for the system:

None.

DWHS P08

System name:

Worker's Compensation-On-The-Job Injuries Report File.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Civilian employees injured on the job.

Categories of records in the system:

Case files containing required injury reports which include name, SSN, DOB, telephone number, type of injury, address and assigned activity.

Authority for maintenance of the system:

5 U.S.C. 8101.

Purpose(s):

To be used by Director for Personnel and Security, WHS, for purposes of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Labor Department for purpose of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

To provide assistance in submitting appropriate forms for injuries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Metal five drawer legal size file cabinet.

Retrievability:

Filed by name of employee with card index.

Safeguards:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal

Files are permanent.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Civilian employees of the Office of the Secretary of Defense and Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

Exemptions claimed for the system:

None.

DWHS P09

System name:

Computer Data Base.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347.

Categories of individuals covered by the system:

All civilian employees serviced by Directorate for Personnel and Security, WHS.

Categories of records in the system:

The following data is stored in addition to that required by Office of Personnel Management (OPM), Position Number, Position Tenure, Organization Code, Building Code, Date of Last Within Grade Increase, Due Date for Within Grade Increase, Highest Grade Held, Date of Last Promotion, Expiration Date of Appointment, (if applicable), Nine Month Appraisal Date (if applicable), Leave Category, Special Category, Type of Appointment, Date of Current Appointment, Marital Status, Legal Residence, Security Clearance and Health Benefits Status.

Authority for maintenance of the system:

EO 9830 and 5 U.S.C. 301.

Purpose(s):

To be used by Personnel and Security Directorate, WHS, to extract data as required by Office of Personnel Management for Central Personnel data file; certain fields may be used for statistical data; stored data printed on personnel change extracts of data base is used periodically to insure currency of files. This data is used for locator to verify employment organization staffing summary.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

IBM Computer 370.

Retrievability:

Files may be retrieved and sorted by any field in Data Base.

Safeguards:

Building has security guards. User of Data Base must have an 'under code' in order to be admitted access to computer room.

Retention and disposal:

Records are permanent and current as long as the employee is employed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Processing documents initiated by the Directorate for Personnel and Security and employees Standard Form 171.

Exemptions claimed for the system:

None.

DWHS P12

System name:

Executive Development Program and Training Files.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347.

Categories of individuals covered by the system:

Employees applying for executive development and training programs.

Categories of records in the system:

Optional Form 69 individual development plans, optional forms 37 and 170, DD form 1556, SD forms 446 and 447, Training Record Card File, SF 171, SF 59, which contain name, social security number, date of birth, home address, annual salary and office and home telephone numbers.

Authority for maintenance of the system:

5 U.S.C. 4101.

Purpose(s):

This information used by Personnel and Security Directorate, WHS to determine eligibility for specialized development programs and training assignments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Office of Personnel Management (OPM) for information necessary for OPM to carry out its Government-wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for program evaluation purposes.

Storage:

Metal five drawer legal size file cabinet without lock.

Retrievability:

File by training program name and employee name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Employees submit application forms.

Exemptions claimed for the system:

None.

DWHS P14

System name:

Blood Donor Files.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any blood donor with the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

Categories of records in the system:

File cards contain name, rank (if military), duty phone, home phone, duty activity and room number, blood type, and date of donations.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To be used by officials of the Military Personnel Division, WHS to determine eligibility for blood replacement. To provide source of contacts for emergency blood requirements. To determine eligibility for issuances of gallon donor certificates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Weekly screening of cards to determine if individual is eligible to donate blood.

Storage:

3 X 5 Cardex File.

Retrievability:

Filed alphabetically by last name of donor.

Safeguards:

Building has security guards. File is maintained in an area accessible only to authorized personnel.

Retention and disposal:

Records are permanent for the duration of the individual's participation as a blood donor.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate of Security, WHS, Room 3B347, 1 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Insturction No. 81.

Record source categories:

Civilian Health Clinic-Pentagon and the individual blood donors.

Exemptions claimed for the system:

None.

DWHS P18

System name:

The Office of the Secretary of Defense Identification Badge Suspense Card System.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

Categories of records in the system:

All military personnel who are eligible for the Office of the Secretary of Defense Identification Badge after being assigned on permanent duty with the Office of the Secretary of Defense, and activities serviced by WHS, for a period of one year. Data includes name, social security number, the Office of the Secretary of Defense activity, grade, service and dates.

Authority for maintenance of the system:

10 U.S.C. 1125.

Purpose(s):

To be used by officials of the Military Personnel Division, WHS to establish who is eligible for the Office of the Secretary of Defense Identification Badge after being assigned to an authorized space in the Office of the Secretary of Defense, and activities serviced by WHS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Issuance of the Office of the Secretary of Defense Identification Badges at end of each month for eligible personnel.

Storage:

3 X 5 Cardex File.

Retrievability:

Filed alphabetically by last name of recipient.

Safeguards:

Building has security guards. Office locked during nonworking hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Written or verbal inquiries.

Exemptions claimed for the system:

None.

DWHS P20

System name:

Report of Personnel Assigned Outside of Department of Defense.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All Department of Defense personnel working in any organization outside the realm of the Department of Defense.

Categories of records in the system:

Reflects personnel and assignment data in each Department of Defense personnel working outside the Department of Defense. This data includes name of individual, rank, social security number, service (GS rating if civilian), organization assigned to, and title of job. Also, included is the date of assignment and projected loss date of the individual concerned. The report also reflects in each case whether the position is reimbusable or non-reimbursable.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

Data issued by Department of Defense Officials to determine which DoD Personnel are working outside the DoD and what organizations assigned to.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

This report is updated quarterly, based on information obtained from the military departments.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed by month and year of report.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Quarterly reports received from the military departments.

Exemptions claimed for the system:

None.

DWHS P25

System name:

Overseas Staffing Files.

System location:

Directorate for Personnel and Security, Washington Headquarter Services (WHS), Department of Defense, Room 3B347.

Categories of individuals covered by the system:

Personnel assigned to positions overseas.

Categories of records in the system:

Standard Form 171's, SF 1190's travel orders, letter, to Army Finance Office concerning pay, overseas quarters allowances, post differentials etc., Standard Form 52, messages concerning the individual's return rights, home leave, etc., to and from overseas area.

Authority for maintenance of the system:

5 U.S.C. 301.

This data is used by officials of the Department of Defense to track individuals employed in overseas positions located in Defense Advanced Research Projects Agency (DARPA), North Atlantic Treaty Organization (NATO), and U.S. Mission to NATO.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Applicants and documents filed in folders by name and title of position.

Storage:

Paper records in file folders.

Retrievability:

Filed by employee name.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Retained until individual returns to the United States, then destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual, overseas staff office, other Federal Agency offices.

Exemptions claimed for the system:

None.

DWHS P26

System name:

Protective Services File.

System location:

Directorate for Space Management and Service, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any individual who initiates contact with the Secretary of Deputy Secretary of Defense in person, by United States mail, or telephonically who may possibly pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government officials.

Categories of records in the system:

File cards containing only data provided by the individual, which normally includes individual's name, address, type of communication, and a brief description of the message the individual intended to relay to the official or officials noted.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To be used by Officials of Physical Security Division, Space Management and Services, WHS to maintain a listing of those individuals who may pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed by name and by residence of the sender, caller or visitor.

Storage:

Vertical file cards.

Retrievability:

By name and by residence of the sender, caller or visitor.

Safeguards:

Stored in metal file cabinets with locking devices and metal combinations safes, depending on classification.

Retention and disposal:

Records are maintained permanently.

System manager(s) and address:

Director, Space Managment and Services, Washington Headquarter Services, Department of Defense, Pentagon, Washington, D.C. 20301.

Notification procedure:

See Exemption.

Record access procedures:

See Exemption.

Contesting record procedures:

See Exemption.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the System Manager.

DWHS P27

System name:

Department of Defense (DoD) Pentagon Building Pass Application File.

System location:

Directorate for Space Management and Service, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any Department of Defense military or civilian employor sponsored by the Department of Defense, or other persons who have reason to enter the Pentagon for official Department of Defense business, and who therefore require an entry pass.

Categories of records in the system:

File cards containing name, sponsoring office of the Department of Defense and activities serviced by Washington Headquarters Services (WHS), sex, height, weight, date and place of birth.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

This information is used by officials of the Physical Security Division, Directorate for Space Management and Services, WHS to maintain a listing of personnel who are authorized a DoD Pentagon Building Pass.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed by the individual's name.

Storage:

Vertical file cards.

Retrievability:

By the individual's name.

Safeguards:

Secure room. Building has military security guards.

Retention and disposal:

File cards are destroyed after termination of the individual's affiliation with the Department of Defense, and activities serviced by WHS.

System manager(s) and address:

Director, Physical Security Division, Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Physical Security Division, Directorate for Space Management and Services, Washington Headquarters Services (WHS), Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301. Telephone: 202-697-5052.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

All data maintained in the system is received voluntarily from individual DoD Pentagon Building Pass Applicants.

Exemptions claimed for the system:

None.

DWHS P28

System name:

The Office of the Secretary of Defense Clearance File.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Divison, Room 3B278, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military and Military and civilian employees of the Office of the Secretary of Defense, its components and support organizations including the United States Court of Military Appeals and the United States Mission to NATO; experts and consultants serving with or without compensations; staff members of congressional committees requiring access to classified information or material, employees of other agencies detailed to the Office of the Secretary of Defense, very important people selected to attend orientation conferences, USO and Red Cross applicants for overseas posts.

Categories of records in the system:

Background investigations, national agency checks, security clearance actions, security violations,and supporting documents, briefings and debriefings.

Authority for maintenance of the system:

In order to implement the Executive Order 12065 and Executive Order 10450 within the Department of Defense, the Secretary of Defense has issued under the provisions of Title 5, United States Code, Section 301, Department of Defense Directive 5200.2 and Department of Defense Regulation 5200.2R. Department of Defense Regulations 5200.2R sets out the record keeping requirements needed to support the Department Personnel Security Program.

To be used by officials of the Security Division, Directorate, for Personnel and Security, Washington Headquarters Services, to grant and maintain security clearances or access.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

Storage:

Hard copy files are maintained in a secured area, and computer files are stored on magnetic tape and disk.

Retrievability:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

Safeguards:

Files are maintained under the direct control of DoD Personnel in the Security Office during duty hours. Office is locked and guarded during non-duty hours. Computer media residents are stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

Retention and disposal:

Records are permanent. Retained in active files until separation or end of requirement for security clearance. Held in waiting file for 10 years.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

See Exemption.

Record access procedures:

See Exemption.

Contesting record procedures:

See Exemption.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt from certain portions of the Privacy Act under this provisions of 5 U.S.C. 552a(k)(5). The Office of the Secretary of Defense rules are set forth at 32 CFR Part 286b (OSD Administrative Instruction 81).

DWHS P32

System name:

Standards of Conduct Inquiry File.

System location:

Primary System - Office of the Director for Personnel and Security, Washington Headquarters Service(WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who have been alleged to have violated the Department of Defense Standards of Conduct or the conflict of interest statutes.

Categories of records in the system:

Files in the Office of the Director for Personnel and Security, WHS, which are used in the performance of the functions of the office. The files contain information about individuals in regard to allegations of violations of the Department of Defense Standards of Conduct or the conflict of interest statutes.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 137/EO 11222.

Purpose(s):

This information is used by professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of General Counsel to resolve various standards of conduct problems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of Justice, also see Office of the Secretary of Defense (OSD), Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name.

Safeguards:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

Retention and disposal:

Files are retained as long as there is official interest in the cases; then destroyed or retired to the Federal Record Center, Suitland, Maryland.

System manager(s) and address: Director for Personnel and Security, Washington Headquarters Service (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager, Director for Personnel and Security, Washington Headquarters Service (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in files is obtained from various sources including correspondence, press releases, investigations performed by the Department of Defense and other agencies and congressional committee, and other systems of records in the Department of Defense.

Exemptions claimed for the system:

This system of records is exempt under the authority of (k)(2) and (5) of Title 5, U.S.C. Section 552a from subsections (C)(3) and (d) of that statute which would require the disclosure of: (a) Investigatory material compiled for law enforcement purposes. However, if any individual is denied any right, privilege, or benefit that he would othewise be entitled by Federal law, or otherwise be eligible, as a result of the maintenence of such material, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under a implied promise that the identity of the source would be held in confidence, or; (b) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, or Federal contracts, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. At the time of the request for a record, a determination will be made concerning whether a right, privilege, or benefit is denied or the specific information which would reveal the identity of a source.

DWHS P37

System name:

Grievance and Unfair Labor Practices Records.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current or former Federal employees who have submitted grievances in accordance with 5 U.S.C. 2302, and 5 U.S.C. 7121, or a negotiated procedure, to include E.O. 11491, as amended.

Categories of records in the system:

The system contains records relating to grievances filed by Office of the Secretary of Defense (OSD) employees under 5 U.S.C. 2302, and 5 U.S.C. 7121. These case files contain all documents related to the grievances, including statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original and final decision, and related correspondence and exhibits. This system includes files and records of internal grievance and arbitration systems that OSD may establish through negotiations with recognized labor organizations. Folder contains all information pertaining to a specific arbitration case or specific unfair labor practice complaint, including a manual roster of local union officials and union stewards.

Authority for maintenance of the system:

5 U.S.C. 2302, 5 U.S.C. 7121, and E.O. 11491.

Purpose(s):

This information is used by the Office of the Secretary of Defense (OSD) in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by reference.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the disclosing agency becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; the issuance of a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

d. To provide information to a Congressional office from the record of an individual, in response to an inquiry from that Congressional office, made at the request of that individual.

e. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.

f. By the National Archives and Records Administration in records management inspections conducted under authority of 44 U.S.C. 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission, when requested in performance of their authorized duties.

h. To disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administative proceeding.

i. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matter affecting work conditions.

j. To provide information to the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

These records are retrieved by case subject, case number, and/or individual employee names.

Safeguards:

These records are maintained in locked metal file cabinets, to which only OSD authorized personnel have access.

Retention and disposal:

Case files are permanently maintained. Other records are normally destroyed after supersession.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Service (WHS), Department of Defense, 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information in this system of records is provided by the individual on whom the record is maintained; by testimony of witnesses; by Agency officials, from related correspondence from organizations or persons; or from Arbitrator's Office of the Assistant Secretary of Labor for Labor-Management Relations, Union Headquarters Officers.

Exemptions claimed for the system:

None.

DWHS P39

System name:

Clerical Merit Promotion File.

System location:

Directorate for Personnel and Security, Washington Headquarters Service, Department of Defense, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Any applicant for employment who applies for a clerical position.

Categories of records in the system:

File contains copies of SF-171's plus any attachments submitted by applicant, copies of supervisory appraisals, copies of Job Opportunity Announcement, original certificate of eligibles, rating sheet for all applicants, rating schedules or definition of 'best qualified' and copies of nonselection and not certified letters.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To be used by officials of the Personnel and Security Directorate, WHS, to provide a file containing information on persons who have expressed interest in being considered for clerical positions for the following organizations serviced; Armed Forces Information Service (AFIS), Court of Military Appeal (COMA), Defense Advanced Research Project Agency (DAPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Service (WHS).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed in folders by name, alphabetically.

Storage:

Paper records in file folders and on disks.

Retrievability:

Filed by name, alphabetically.

Safeguards:

Building employs security guards. Records are maintained in file cabinet in areas accessible only to authorized personnel who are properly screened and trained. Computer access is in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

Retention and disposal:

Records are maintained for a two-year period or Office of Personnel Management (OPM) inspection, whichever occurs earlier, then they are destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application and related forms from the individual applying for position, supervisor appraisals from current or previous employers, forms completed by persons whose names are given as a reference, ratings and correspondence from Directorate for Personnel and Security, WHS, and supervisory officials.

Exemptions claimed for the system:

None.

DWHS P40

System name:

Classified Information Nondisclosure Agreement (NdA).

System location:

Chief, Personnel Security Division, Directorate for Personnel & Security, Washington Services, Pentagon, Washington, D. C. 20301-1155.

Categories of individuals covered by the system:

All employees of the Office of the Secretary of Defense assigned to sensitive positions who are authorized access to classified information.

Categories of records in the system:

File contains originals of SF 189, Classified Information Nondisclosure Agreements, signed by Office Secretary of Defense employees.

Authority for maintenance of the system:

Executive Order 12356; Sections 641, 793, 794, 798 and 952 of Title 18, U.S. Code; Section 783(b) of Title 50, U.S. Code, and Intelligence Identities Protection Act of 1982.

Purpose(s):

To maintain a record of signed Standard Forms 189 which are used as a condition precedent to authorizing individuals access to classified information. The use of the form will enhance the protection of national security information and/or will reduce the costs associated with its protection.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are accessible only by authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours.

Retention and disposal:

Records are retained for 50 years from date of signature and then destroyed.

System manager(s) and address:

Chief, Personnel Security Division, Directorate For Personnel & Security, Washington Headquarters Services, Room 3B347, Pentagon, Washington, D.C. 20301-1155.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services, Room 3B347, Pentagon, Washington, D. C. 20301-1155. Telephone: (202) 697-4573

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Written requests for information should contain full name of the individual, current address, and telephone number and current business address.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administration Instruction No. 81.

Record source categories:

Data maintained in the system is received from individuals who have executed a Classified Information Nondisclosure Agreement (SF 189).

Exemptions claimed for the system:

None.

DWHS P41

System name:

OSD/JS Drug-Free Workplace Files

System location:

Office of the Secretary of Defense, Directorate for Personnel and Security, Washington Headquarters Services, Room 3B347, Pentagon, Washington, DC 20301-1155.

Categories of individuals covered by the system:

Employees of, and applicants for positions in, the Office of the Secretary of Defense (OSD), the Joint Staff (JS), and all other activities deriving administrative support from Washington Headquarters Services (WHS).

Categories of records in the system:

Records relating to the selection, notification, and testing of employees and applicants for illegal drug abuse; collection authentication and chain of custody documents; and laboratory test results.

Authority for maintenance of the system:

5 U.S.C. 7301; Pub. L. 100-71; Executive Order 12564, "Drug-Free Federal Workplace"; and Executive Order 9397.

Purpose(s):

The system is used to maintain Drug Program Coordinator records on the selection, notification, and testing (i.e., urine specimens, drug test results, chain of cutody records, etc.) of employees and applicants for illegal drug abuse.

Records contained in this system are also used by the employee's Medical Review Official; the administrator of any Employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating; and supervisory or management officials within the employee's agency having authority to take adverse personnel action against such employee.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with provisions of 5 U.S.C. 7301, the Office of the Secretary of Defense "Blanket Routine Uses" do not apply to this system of records.

To a court of competent jurisdiction where required by the United States Government to defend against any challenge against any adverse personnel action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders. Electronic records exists on magnetic tape, diskette, or other machine-readable media.

Retrievability:

Records are retrieved by employee or applicant name, Social Security Number, agency name, collection site and date of testing.

Safeguards:

Paper records are stored in file cabinets that are locked when not being used. Electronic records are accessed on computer terminals in supervised areas using a system with password access safeguards. All employee and applicant records are maintained and used with the highest regard for employee and applicant privacy. Only persons on a need-to-know basis and trained in the handling of information protected by the Privacy Act have access to the system.

Retention and disposal:

Files on applicants for positions are maintained for a period not to exceed six months.

Files on employees are retained for two years. In instances of a positive test finding resulting in the reassignment or separation of an employee, files are destroyed two years after case is closed.

Destruction of records is accomplished by shredding or burning of paper records. Electronic records are erased or overwritten.

System manager(s) and address:

OSD/JS Drug Program Coordinator, Directorate for Personnel and Security, Washington Headquarters Services, Room 3B345, Pentagon, Washington, DC 20301-1155.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the OSD/JS Drug Program Coordinator, Directorate for Personnel and Security, Washington Headquarters Services, Room 3B347, Pentagon, Washington, DC 20301-1155. The request should contain the full name, Social Security Number, and the notarized signature of the subject individual.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the OSD/JS Drug Program Coordinator, Directorate for Personnel and Security, Washington Headquarters Services, Room 3B347, Pentagon, Washington, DC 20301-1155. The request should contain the full name, Social Security Number, and the notarized signature of the subject individual.

Contesting record procedures:

The Office of the Secretary of Defense (OSD) rules for accessing records and for contesting contents and appealing initial OSD determinations by the individual concerned are published in OSD Administrative Instruction No. 81, "OSD Privacy Program"; 32 CFR part 286b; or may be obtained from the system manager.

Record source categories:

The test subject, Medical Review Officials, collection personnel and others on a case-by-case basis.

Exemptions claimed for the system:

None.

DWHS P43

System name:

Emergency Personnel Locator Records.

System location:

Segments are maintained within the Office of the Secretary of Defense (OSD), the Joint Staff, and all other activities deriving administrative support from Washington Headquarters Services (WHS).

Categories of individuals covered by the system:

Civilian employees and military personnel, and in some instances, their dependents, consultants, contractors, both in and out of government, with whom the Office of the Secretary of Defense, the Joint Staff, and all other activities deriving administrative support from Washington Headquarters Services (WHS) conduct official business. Inclusion is at the discretion of the maintaining office.

Categories of records in the system:

Individual's Social Security Number and/or name, organizational address, home address or unit of assignment, work and home telephone numbers and related information. Emergency personnel rosters, contact listing files, organizational telephone directories, and listings of office personnel.

Authority for maintenance of the system:

10 U.S.C. 133 and Executive Order 9397.

Purpose(s):

Records support agency requirements for emergency notification of personnel, establishment of locator listings, and all other official management functions where personnel and organizational point of contact information is required.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Office of the Secretary of Defense (OSD) "Blanket Routine Uses" set forth at the beginning of OSD's listing of systems notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders, index cards, Rolodex-type files, loose-leaf and bound notebooks. Computer files are maintained on magnetic tape, diskette, or other machine-readable media.

Retrievability:

Files are retrieved by Social Security Number and/or name of employee or individual.

Safeguards:

Facilities where the systems are maintained are locked when not occupied. Paper records are kept in filing cabinets and other storage places which are locked when office is not occupied. Electronic records are on computer terminals in supervised areas using a system with software access control safeguards. Only persons on a need-to-know basis and trained in the handling of information protected by the Privacy Act have access to the system.

Retention and disposal:

Retained until information is no longer current and then destroyed. Obsolete paper information is destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Obsolete computer records are erased or overwritten.

System manager(s) and address:

Office of the Secretary of Defense (OSD) Privacy Act Officer, OSD Records Management and Privacy Act Branch, Washington Headquarters Services, Room 5C315, Pentagon, Washington, DC 20301-1155.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Office of the Secretary of Defense (OSD) Privacy Act Officer, OSD Records Management and Privacy Act Branch, Washington Headquarters Services, Room 5C315, Pentagon, Washington, DC 20301-1155. The individual should make reference to the office where he/she is/was assigned or affiliated and include address and telephone number applicable to the period during which the record was maintained. Social Security Number should be included in the inquiry for positive identification.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Office of the Secretary of Defense (OSD) Privacy Act Officer, OSD Records Management and Privacy Act Branch, Washington Headquarters Services, Room 5C315, Pentagon, Washington, DC 20301-1155. The individual should make reference to the office where he/she is/was assigned or affiliated and include address and telephone number applicable to the period during which the record was maintained. Social Security Number should be included in the inquiry for positive identification.

Contesting record procedures:

The Office of the Secretary of Defense rules for accessing records and for contesting contents and appealing initial OSD determinations are published in OSD Administrative Instruction No. 81, "OSD Privacy Program"; 32 CFR part 286b; or may be obtained from the system manager.

Record source categories:

Information is obtained from the subject individual, and official personnel office documents.

Exemptions claimed for the system:

None.

DWHS SPM002

System name:

Pentagon and Federal Building 2 Carpool Locator.

System location:

Primary System - Air Force Services Center. Decentralized Segments - DoD Parking Control Office, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301. Office of the DoD Building Administrator, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Federal Building 2, Washington, D.C. 20301.

Categories of individuals covered by the system:

All Department of Defense (DoD) and other personnel who participate in Pentagon and Federal Building 2 carpools.

Categories of records in the system:

Name of individual, DoD Component Code, home address, working hours, Pentagon or Federal Building 2 office room number, office phone number, map coordinate of home address.

Authority for maintenance of the system:

Federal Property and Administrative Service Act of 1949, 63 Stat. 377, as amended.

Purpose(s):

This data is used by the DoD Parking Control Office and the Office of the Building Administrator, Federal Building 2 to assign and administer allocated carpool parking spaces at the Pentagon and Federal Building 2; the Air Force Data Service Center provides a printout to each individual in the system which lists other participants who live near him/her who are potential carpool prospects, and to provide a complete printout of all participants to the DoD Parking Control Office and the General Services Administration (GSA); individuals in order to contact other participants on either his/her individual printout or area card, or the DoD Parking Control Office's complete printout to determine their interest in carpooling.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the General Service Administration to track carpool date in area-wide system when and if implemented.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, disks and paper printouts for the Pentagon building carpools. Manual storage within self-help carpool locator board for Federal Building 2 participants.

Retrievability:

Information is accessed and retrieved by name and home address map grid for Pentagon building participants. Information is manually accessed and retrieved from cards in map grids for Federal Building 2 participants.

Safeguards:

Pentagon - All participants have access to the data, which is under direct control of the DoD Parking Control Office. Office is locked and guarded. Computer media resident at the Air Force Data Service Center is stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed. Federal Building 2 - All participants have access to the data. Building has security guards. System is maintained in an area secured during nonworking hours and within close view of security officers.

Retention and disposal:

Data is retained only on active participants. Records of personnel removed from the Pentagon Carpool Locator shall be kept one to three months and then destroyed. Records of personnel removed from the Federal Building 2 carpool locator shall be destroyed upon removal.

System manager(s) and address:

Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301, Telephone: 202 697-7241.

Record access procedures:

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room 3C345, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or DoD building pass. The computer system has the facility to access all data stored in the data base. Central Parking Control has exclusive access to the data base and controls updating the files.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Carpool Locator Card (DD Form 2170).

Exemptions claimed for the system:

None.

DEFENSE ADVANCED RESEARCH PROJECT AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

E DARPA 001

System name:

Travel File.

System location:

Administrative Service Office, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, Va 22209.

Categories of individuals covered by the system:

Current and former DARPA employees, civilian and military. Selected government employees who visit DARPA on official business at DARPA's expense and certain nongovernment personnel traveling on Invitational Travel Orders for DARPA.

Categories of records in the system:

Traveler's last name, first name, middle initial, office, division, travel dates, days, ticket cost, other cost, travel order number, destination, and status.

Authority for maintenance of the system:

Title 5, United States Code, Section 301; Department of Defense Directive 5105.41, 'Defense Advanced Research Projects Agency (DARPA)', June 8, 1978.

Purpose(s):

To be used by officials of DARPA for internal management and budgetary needs. Provides daily, weekly and monthly status reports to top management concerning status of travel funds.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts, paper records and correspondence in file folders, also magnetic disc.

Retrievability:

Accessed by last name, by office, or by any of the data files listed in Record Category.

Safeguards:

Paper copies are maintained in areas accessible only to authorized personnel. Building employs security guards. File access is available to authorized personnel who have been assigned system passwords.

Retention and disposal:

Paper files will be destroyed by burning or pulping immediately after they have served their purposes or after 2 years, whichever occurs first. There are no plans to retire or destroy ADP files.

System manager(s) and address:

Administrative Officer, DARPA, 1400 Wilson Boulevard, Arlington, Va 22209.

Notification procedure:

Information may be obtained from Administrative Officer, DARPA, Room 607, Architect Building, 1400 Wilson Boulevard, Arlington, Va 22209, Telephone: (202) 694-3032.

Record access procedures:

Requests from individuals should be addressed to Administrative Officer, DARPA, 1400 Wilson Boulevard, Arlington, Va 22209. Written requests for information should contain the full name of the individual, the period for which the information is required and specific categories of information required. For personal visits, the individual should be able to provide DoD identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR Part 286b and OSD Administrative Instruction No. 81.

Record source categories:

DARPA Special Orders (TDY, Invitational, PCS, etc.); Travel Vouchers as submitted by travelers and as returned by the local finance offices.

Exemptions claimed for the system:

None.

UNITED STATES AIR FORCE

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Air Force, records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems of records are grouped in the same way. For example, a system of records on personnel security clearances may be found in 'Security - 205' and one about psychiatry in 'Medical Service - 160'. These numbers are part of the system identification (ID) which precede the notices in the Federal Register. They look like this: F20505 SPI A; F16001 SGPC A. The letter F means Air Force. The first three digits (205 and 160) show that the records pertain to Security and the Medical Service respectively; and the last two are a further breakdown of that series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Air Force are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example: 205 for Security) to locate the systems of records grouping in which you are interested.

SUBJECT SERIES	SYSTEM IDENTIFICATION SERIES
Administrative Communications	010
Administrative Practices	011
Documentation	012
Organization and Mission - General	020
Management Engineering	025
Programming	027
Personnel	030
Military Personnel	035
Civilian Personnel	040
Reserve Forces	045
Training	050
Flying Training	051
Schools	053
Flying	060
Equipment Maintenance	066
Supply	067
Procurement	070
Transportation and Traffic Management	075
Motor Vehicles	077
Research and Development	080
Audio-Visual Systems	095
Communications-Electronics	100
Judge Advocate General	110
Military Justice	111
Claims	112
Inspector General	120
Inspection	123
Special Investigations	124
Security Police	125
Safety	127
Housekeeping and Nonhousekeeping Quarters	140
Medical Service	160
Aerospace Medicine	161
Dental Services	162
Veterinary Services	163
Aeromedical Evacuation	164
Medical Administration	168
Automatic Data Processing Systems and Procedures	171
Aduiting	175
Nonappropriated Funds	176
Accounting and Finance	177
Management Analysis	178
Postal and Courier Operations	182
Information	190
Intelligence	200
Security	205
Personal Affairs	211
Libraries	212
Education Services Program	213
Dependents' Education	214
Recreation	215
Chaplain	265
Awards, Ceremonies, and Honors	900

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintainndnt may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

F010 AF A

System name:

010 AF A Automated Orders Data System.

System location:

Any location where temporary duty travel orders are published at all levels down to and including Air Force squadrons. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All Air Force civilian employees and military members who perform temporary duty travel.

Categories of records in the system:

All temporary duty travel orders published by the organization maintaining the system also contains identification data on individuals who perform travel.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to prepare temporary duty travel orders and to determine status of individual orders.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer.

Retrievability:

Filed by name, Social Security Number, or Air Force Service Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the records in performance of their official duties who are properly screened for need-to-know. Records are protected by computer system software.

Retention and disposal:

Orders are maintained for one year after the year in which they are published. Identification data is maintained until the individual is reassigned.

System manager(s) and address:

Director of Administration, Headquarters United States Air Force Washington, DC. Local System Manager, base director or chief of administration.

Notification procedure:

Requests from individuals should be addressed to the local system manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the Local System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from personnel records and travel order requests prepared by clerical staff serving the individual traveler.

Exemptions claimed for the system:

None.

F010 AFIS B

System name:

010 AFIS B Prisoner of War (PW) Debriefing Files.

System location:

Headquarters Air Force Intelligence Service (HQ AFIS/INUA), Ft Belvoir, VA 22060.

Categories of individuals covered by the system:

Returned PW.

Categories of records in the system:

Debriefing transcripts; messages concerning PWs; topical data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; implemented by HQ USAFIS PD 400.2, 500.2; JCSM SM 718-83.

Purpose(s):

Intelligence file; research source documents used by various DOD offices.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, computer paper printouts and on microfiche.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in AFIS/INU until no longer needed then forwarded to the USAFHRC, Maxwell Air Force Base, AL 36112 for permanent retention.

System manager(s) and address:

Headquarters Air Force Intelligence Service (HQ AFIS/INUA), Ft Belvoir, VA 22060.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

The individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Returned prisoners of war.

Exemptions claimed for the system:

None.

F010 ARPC A

System name:

010 ARPC A Background Material

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Letter request for orders, amendments, including justification on files on special authorizations when required by order publishing activity.

Authority for maintenance of the system:

10 USC 1162, Reserves: Discharge.

Purpose(s):

Used for publication of discharge orders and to verify that discharge orders were published.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for 1 year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from medical institutions, police and investigating officers, witnesses and source documents such as reports.

Exemptions claimed for the system:

None.

F010 AU A

System name:

010 AU A Potential Faculty Rating System.

System location:

Squadron Officer School, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

Former Squadron Officer School students being considered for faculty duty.

Categories of records in the system:

Individual rating of students.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Training Command Regulation 53-1, Faculty Boards and Administrative Withdrawals and Losses.

Purpose(s):

Used to evaluate individuals for potential assignment as faculty members.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Student Operations, Squadron Officer School, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests should include the individual's name and Social Security Number. Individuals may visit Office of the System Manager and present Military ID Card.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. The mailing address is in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F010 CVAE A

System name:

010 CVAE A Secretary of the Air Force Historical Records.

System location:

Washington National Records Center, Washington, DC 20409. Modern Military Branch Military Archives Division, National Archives and Records Administration, Washington, DC 20408.

Categories of individuals covered by the system:

Employees and former employees of the Secretary of the Air Force, and anyone who has corresponded with the Secretary of the Air Force.

Categories of records in the system:

Secretary of the Air Force correspondence files covering calendar years 1947 through March, 1972, most of which does not contain personal information.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used for research by Air Force Historian, other government agencies and private institutions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Access is authorized by the Secretary of the Air Force only. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Staff, Headquarters United States Air Force, Washington, D.C. 20330

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, educational institutions, medical institutions, police and investigating officer, the public media, a corporation, and source documents such as reports.

Exemptions claimed for the system:

None.

F010 DAS A

System name:

010 DAS A Unusual and Incoherent Translation Material.

System location:

Translation and Abbreviations Section, 1947th Administrative Support Group, Washington, DC 20330.

Categories of individuals covered by the system:

Individuals who have addressed correspondence to the Department of Defense, or to specific persons such as Secretary of the Air Force, or Secretary of Defense.

Categories of records in the system:

Complete or summary translations of letters, articles, and documents.

Authority for maintenance of the system:

10 USC 8032, The Air Staff, General duties.

Purpose(s):

Translations of previous correspondence aid translating or summarizing similar correspondence.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Translation and Abbreviations Section, HQ 1947th ASG/DASJT, The Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. The individual must furnish full name and address. The individual may visit the Translation and Abbreviations Section, the Pentagon, Washington, DC 20330. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing address is Translation and Abbreviations Section, HQ 1947th ASG/DASJT, The Pentagon, Washington, DC 20330.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is in the form of translated correspondence.

Exemptions claimed for the system:

None.

F010 RE A

System name:

010 RE A Inquiries (Presidential, Congressional).

System location:

Headquarters United States Air Force, Washington, DC 20330, Personnel Division, Office of Air Force Reserve (AF REPX).

Categories of individuals covered by the system:

Present and former Air Force civilian employees, Air Force Reserve and Air National Guard personnel, and Retired Air Force military personnel.

Categories of records in the system:

Individual inquiries, research material and replies.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by the Office of Secretary of Air Force and Air Reserve Personnel Center to reply to inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal.

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Personnel Division, Headquarters USAF, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Requests should include the full name and SSN. Individuals may visit the Personnel Division, Office of the Air Force Reserve, Pentagon, Washington, DC and should provide military identification card or driver's license as means of identification.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F011 AF A

System name:

011 AF A—Locator, Registration and Postal Director Files.

System location:

Headquarters United States Air Force and at Air Force installations, to include bases, units, offices, and functions. Official mailing addresses are in the Department of Defense directory in the appendix of the Air Force's systems notices. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

US Armed Forces active duty military personnel; US Armed Forces Reserve and National Guard personnel; US Government Civilian employees assigned to or on duty with Air Force organizations and HQ USSPACECOM. Dependents may be included at the option of the organization. Non-US Military personnel or civilian employees, at their option, may be included also; however, the Privacy Act does not apply to them and they have no appeal rights.

Categories of records in the system:

Cards or listings may contain the individual's name, grade, military service identification number, Social Security number, duty location, office telephone number, residence address and residence telephone number, and similar type personnel data determined to be necessary by the local authority.

Authority for maintenance of the system:

10 USC 8013, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to locate or identify personnel assigned to, attached to, tenanted on, or on temporary duty at the specific installation, office, base, unit, function, and/or organization in response to specific inquiries from authorized users for the conduct of business. Portions of the system are used to directorize and forward individual personnel mail received by Air Force postal activities, and for assignment of individual mail boxes. Files may be used locally to support official and unofficial programs which require minimal locator information or membership or user listings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from the system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper records in card or form media in visible file binders, cabinets, card files, or on computer and computer products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, or when superseded or no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning, or by overwriting magnetic media. Postal directory files are maintained for six months after reassignment, separation or departure from servicing activity.

System manager(s) and address:

Director of Information Management and Administration, Office, of the Administrative Assistant, Secretary of the Air Force, Washington, DC. Local System Managers: Privacy officer of the installation, base, unit, organization, office or function to which the individual is assigned, attached, tenanted on or on temporary duty. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Notification procedure:

Requests from individuals should be addressed to the local System Manager or custodian of the records. Individual must furnish full name and the name of dependents to the Air Force installation, unit and organization, office, or function to which assigned, attached, tenanted on or on temporary duty at, including the calendar years of such service. The individual may visit the Locator Office or Privacy Officer at the place of assignment. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the local System Manager and are published in AFR 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from automated system interfaces or from individuals or personnel records.

Exemptions claimed for the system:

None.

F011 AF B

System name:

011 AF B Check Cashing Privilege Files.

System location:

Commissaries, Services, Clothing Sales Stores and any other check cashing facilities at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's system notices.

Categories of individuals covered by the system:

Persons whose checks, presented at these facilities, have been dishonored and or whose check cashing privileges have been suspended or revoked.

Categories of records in the system:

Letters, cards and listings on individuals who have cashed bad checks at base facilities.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Identify individuals whose check cashing privileges are suspended or revoked and to refuse check cashing services to such individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper records in card or listing media. Documents are filed in folders or card boxes and posted in or near the cashier's cage or cash register box at the check cashing facility.

Retrievability:

By name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and stored in locked cabinets, containers, or rooms.

Retention and disposal:

Retained until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

For commissaries and clothing sales stores; Director, Engineering and Services, Deputy Chief of Staff, Programs and Resources, Headquarters United States Air Force, Wash., DC 20330; and Chief, Services Division at the installation having jurisdiction over commissary or clothing sales store. For all other check cashing facilities; Chief of the activity having the check cashing facility.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information received from check cashing sources.

Exemptions claimed for the system:

None.

F011 AF MP A

System name:

011 AF MP A Congressional and Other High Level Inquiries.

System location:

Air Force Military Personnel Center, Major Commands, Separate Operating Agencies and Consolidated Base Personnel Offices (CBPOs) at Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

Air Force military personnel serving on active duty, in the Air Force Reserve, or retired or discharged from the Air Force. Civilian personnel currently or formerly employed by the Air Force. Personnel attending Air Force training institutions or undergoing training under Air Force sponsorship. Army, Navy, Air Force and Marine Corps active duty military and civilian personnel assigned to HQ USSPACECOM.

Categories of records in the system:

Background information and information reflecting Air Force personnel policies and procedures; copies of inquiries received from the Office of the President, Members of Congress and other high level sources requesting information by or on behalf of a constituent; copies of replies to such inquiries including transmittal media used en route from and to the Air Force Office of Legislative Liaison (SAF/LL).

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and 10 USC 8032, The Air Staff, general duties; implemented by Air Force Regulation 11-7, Air Force Relations with Congress.

Purpose(s):

Information pertinent to an inquiry forwarded to SAF/LL for preparation of the reply to the high level requester. In some instances, response may be direct to the requester without referral through SAF/LL; however, when required by directive, copies of such responses are furnished SAF/LL. The records may be used in responding to subsequent inquiries concerning the same individual. The record system is audited periodically to determine trends on the nature of complaints and questions and for statistical purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by the custodian of the record system and by persons responsible for servicing the records in performance of their official duties who are properly cleared for need-to-know. Records are stored in security file containers/cabinets, locked cabinets or rooms.

Retention and disposal:

Retained for up to 18 months depending on category, then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force; commanders of major air commands, numbered air forces or comparable level activities.

Notification procedure:

Requests from individuals must contain reasonable particulars about the subject in question and should be addressed to the respective System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the respective System Manager. Individual's request must contain reasonable identifying particulars about the subject in question.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information provided by major command or consolidated base personnel, office personnel, manual or automated personnel records, Air Force policies and procedures, copies of inquiries, congressional/high level officials'/constituents' comments or requests and Air Force replies thereto.

Exemptions claimed for the system:

None.

F011 AFA A

System name:

011 AFA A Class Committee Products.

System location:

United States Air Force Academy, USAF Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

List of cadets academically deficient at progress reports; provides grades, military order of merit and other military and entrance data on cadets meeting committees; reports committee decisions and includes worksheets with coded recommendations to the Academy Board.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

Provides data on academically deficient cadets to Class Committees and Academy Board. Used by class committee to make recommendations to the Academy Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets and on computer paper printouts.

Retrievability:

By name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records stored in locked rooms, cabinets, and in computer storage devices protected by computer system software.

Retention and disposal:

Destroy one year after graduation or when purpose has been served, whichever is sooner.

System manager(s) and address:

Dean of Faculty, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Records are compiled from cadet grading and rating cycles.

Exemptions claimed for the system:

None.

F011 AFA B

System name:

011 AFA B Faculty Biographical Sketch.

System location:

United States Air Force Academy, Colorado Springs, USAF Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Air Force Academy, faculty officers.

Categories of records in the system:

Biographical information on education, job assignments, teaching experience, publications, membership in professional societies and exit interview.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

Used on a daily basis as the primary source for academic information on officers assigned to the faculty and as a sole source for academic information on officers who have left the faculty due to reassignment, separation, or retirement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

By name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening. Stored in locked cabinets or rooms

Retention and disposal:

Retained for 10 years after instructor's departure and then forwarded to the Library (Special Collections Branch), where it is microfilmed. The paper copy is destroyed and microfilm is retained permanently.

System manager(s) and address:

Dean of the Faculty, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from individual and department head.

Exemptions claimed for the system:

None.

F011 AFSG A

System name:

011 AFSG A High Level Inquiry File.

System location:

HQ USAF, Surgeon General, (SGI), Washington, DC 20330.

Categories of individuals covered by the system:

Individuals who make high level inquiries regarding medical criteria for Air Force accession; separation; retirement; continued active duty; and medical waivers for flying duty.

Categories of records in the system:

Medical opinions generated as a result of high level inquiries regarding Air Force accession, separation, retirement, continued active duty, and medical waivers for flying duty.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used as a cross reference to determine if action has been taken in response to high level inquiry.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Surgeon General, USAF, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F011 ARPC A

System name:

011 ARPC A Locator or Personnel Data.

System location:

At Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel. Retired and former Air Force military personnel. ARPC civilian personnel. Air Force active duty military personnel.

Categories of records in the system:

Cards, forms, ledgers, record request, computer listings containing individual's name or names, Social Security Number (SSN), Air Force service number, grade, reserve status, present and former address, record of employer, work production statistics, parent and other relevant reservist or personnel data; Veterans Administration claim number, education institutes reservist attended, school affiliations; correspondence to and from Federal agencies and employers trying to establish current address of reservists; vouchers for medical service, final payment of medical service bills, medical action required; notes indicating if individual is authorized to earn point credit; and other personnel data. Documents which contain a summary of action taken or to be taken.

Authority for maintenance of the system:

10 USC 267, Ready Reserve; Standby Reserve; Retired Reserve: Placement and status of members; 268, Ready Reserve: Training requirements; 271, Ready Reserve: Continuous screening; 273, Standby Reserve: Composition, inactive status list; 275, Personnel records; 278, Dissemination of Information; 279, Training Reports; 591, Reserve components: Qualifications; 592, Commissioned officer grades; 593, Commissioned officer: Appointment, how made, term; 594, Commissioned officers: Original appointment limitation; 8012, Secretary of the Air Force: Powers and duties, delegation by.

Purpose(s):

Used to control records distribution, to record location of record, actions taken or/to be taken, used to manage individual's records and management information system (MIS) data, to answer inquiries from individual and Air Force units to which individuals are assigned or are to be assigned or other agencies with a need to know of action taken, verify if author of a letter was a member/or is a member of reserve and what his or her SSN should be, search for good address and stop computer mail from going to bad address, refer for administrative discharge action on reservist that cannot be located, advise reservist or civilian of reserve matters or center actions, provide comprehensive record of all medical actions taken by Surgeon's Office and record authorization for physical examinations at Government expense or no expense and record voucher number, preparing point credit authorization and forwarding authenticated point credit forms to servicing personnel office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on paper and on computer cards and printouts.

Retrievability:

Filed by name, by Social Security Number (SSN), or system identifier and/or voucher number, school affiliation, or by last address of Reservist.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, SSN (Social Security Number), current address, and the case (control) number shown on correspondence received from Center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve I.D. card and/or drivers license and give some verbal information that could verify his/her records such as place of birth, reserve status.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information provided by the individual, extracted from individual records, individual advance personnel data computer system. For address information secured from last recorded employer, postmaster of city of last recorded address, telephone information operator at last city of good address, parents of reservist, other relatives of reservist, Veterans Administration if reservist has a claim number listed in master personnel record, college or university reservist attended, Selective Service Boards, Internal Revenue Service, public utilities or any other lead that may be found in the master personnel record of the reservist, military pay records at Air Force Accounting and Finance Center, Denver, CO 80279, log books and from Consolidated Base Personnel Offices. Medical information is also secured from medical facilities, physicians, medical specialists.

Exemptions claimed for the system:

None.

F011 ATC A

System name:

011 ATC A Graduate Evaluation Master File.

System location:

Air Training Command Technical Training Centers. Official mailing addresses are in the Department of Defense directory.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees. Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Procedures for operating the data automation of graduate evaluation questionnaire system.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Training Command Manual 52-234, Graduate Evaluation Questionnaire - ATC.

Purpose(s):

Field evaluation of formal school graduates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape.

Retrievability:

SSN computerized.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know and those servicing the record system in performance of their official duties. Records are protected by computer software.

Retention and disposal:

Destroy when purpose has been served by tearing into pieces, shredding, pulping, macerating, burning or degaussing.

System manager(s) and address:

Contact Headquarters, ATC Standards and Evaluation Directorate Evaluation Division, Randolph Air Force Base, TX 78150.

Notification procedure:

Headquarters, Technical Training Centers, Standards and Evaluation Directorate, Evaluation Division (TTSE), Randolph Air Force Base, TX 78150.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Centers TTSE Organizational Directory.

Exemptions claimed for the system:

None.

F011 ATC E

System name:

011 ATC E Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files.

System location:

Central records maintained at Four-Year AFROTC Scholarship Branch (RRUF), Maxwell Air Force Base, AL 36112; computer printout summary data sent to AFROTC and Air Force Junior Reserve Officer Training Corps (AFJROTC) detachments; AFROTC area admission counselors located at selected AFROTC detachment, and congressmen at their request. Addresses are maintained by the AFROTC Commandant, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

High school students or graduates who apply for the four-year scholarship.

Categories of records in the system:

AFROTC administrative unit; applicant's address; AFROTC detachment located at the educational institution to be attended by the applicant; AFROTC detachment which the applicant desires to attend; AFJROTC unit attended by applicant; college entrance examination board scores; applicant's class standing and size of class; applicant disqualification causes; personal interview actions and associated waivers as required; applicant medical status; applicant's full name; AFROTC program qualification; applicant medical remedial requirements, applicant scholarship status; applicant Social Security Number (SSN); applicant test qualification; civil air patrol wing attended; applicant's high school and address; applicant high school decile placement; applicant grade point average; applicant telephone number; applicant date of birth; applicant statement of understanding and intent; medical testing facility; AFROTC area admission counselor's areas of responsibilities; applicant scholarship choices; AFROTC four-year central scholarship selection board results; applicant's designated scholarship; civil involvement information and associated waivers as required; name of educational institution to be attended by applicant; applicant's high school principal evaluation; AFJROTC instructor evaluation of a cadet; high school transcripts; application forms.

Authority for maintenance of the system:

10 USC 2107, Financial assistance program for specially selected members; and Air Force Regulation 45-48, Air Force ROTC.

Purpose(s):

Used by AFROTC scholarship program office, AFROTC detachments, and AFROTC area admission counselors for processing and awarding of AFROTC 4-year scholarships; counseling applicants concerning application difficulties and problems; and the recruiting of applicants into the AFROTC program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets, and on computer and computer output poducts.

Retrievability:

Filed by name and SSN.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Four-Year Scholarship Branch, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the System Manager, Chief, Four-Year Scholarship Branch, Maxwell Air Force Base, AL. Requests should include the full name, military-applicant status, and SSN or military service number. Individuals may visit the AFROTC Scholarship Programs Office, Maxwell Air Force Base, AL 36112. Individuals must provide their full name, military applicant status, and SSN or service number.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions, automated system interfaces, police and investigating officers and from source documents such as reports.

Exemptions claimed for the system:

None.

F011 DAS A

System name:

011 DAS A Operational Reference File.

System location:

Translation and Abbreviations Section, HQ USAF/DASJT, The Pentagon, Washington, DC 20330.

Categories of individuals covered by the system:

Language translators and interpreters, State Department personnel, Army and Navy translation activity personnel, commercial translation services personnel, Air Force civilian employees.

Categories of records in the system:

Individual personnel data cards.

Authority for maintenance of the system:

10 USC 8032, The Air Staff, General duties.

Purpose(s):

Used to check names and titles of foreign military and civilian government personnel which appear in correspondence received for translation. This system also serves as a listing of translators/interpreters available to provide translation and interpreting services in support of Headquarters United States Air Force requirements for such services.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Information retrieved by name or title.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Translation and Abbreviations Section, HQ USAF/DASJT, The Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. The individual must furnish full name and indicate whether military/civilian status and whether a resident or nonresident of the United States. The individual may visit the Translation and Abbreviations Section at Headquarters United States Air Force, Washington, DC 20330. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing address is Translation and Abbreviations Section, HQ USAF/DASJT, The Pentagon, Washington, DC 20330.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers, from international organizations, from source documents (such as reports) prepared on behalf of the Air Force, from commercial translation service firms, from the Department of Defense or other United States Government translation activities, and from translated correspondence.

Exemptions claimed for the system:

None.

F011 LLI A

System name: Congressional/Executive Inquiries.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Air Force active duty and retired military personnel, present and former civilian employees, Air Force Reserve and Air National Guard personnel, Air Force Academy nominees/applicants and cadets, Senior and Junior Air Force Reserve Officers, dependents of military personnel, and anyone who has written to the President or a Member of Congress regarding an Air Force issue.

Categories of records in the system:

Copies of applicable Congressional/Executive correspondence and Air Force replies.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Information is used as a reference base in the case of similar inquiries from other Members of Congress, in behalf of the same Air Force issue and/or follow-up by the same Member. Information may also be used by appropriate Air Force offices as a basis for corrective action and for statistical purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files and on aperture cards.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Current year plus 2 years of microfilm records will be retained in the office, then destroyed by tearing, shredding, macerating, pulping or burning.

System manager(s) and address:

Director of Legislative Liaison, Office of the Secretary of the Air Force, Headquarters, United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and is published in Air Force Regulation 12-35.

Record source categories:

Personnel Records. Congressional and Executive inquiries and information from Air Force offices and organizations.

Exemptions claimed for the system:

None.

F011 PACAF A

System name:

011 PACAF A General and Colonel Personnel Data Action Records.

System location:

Headquarters Pacific Air Forces.

Categories of individuals covered by the system:

Air Force active duty officer personnel. Applies to active duty generals, colonels, colonel selectees and officers filling colonel authorized positions.

Categories of records in the system:

Provides officer assignment data such as date arrived current duty station, projected date of retirement, data extracted from Air Force Standard Personnel Data System Record.

Authority for maintenance of the system:

10 USC 8074, Commands: Territorial organization; as implemented by Air Force Regulation 36-10, Officer Evaluations, and Air Force Regulation 36-20, Officer Assignments.

Purpose(s):

Used by major air command to confirm designation of authority or assignment of duty as well as in identification of manning requirements due to medical evacuations or projected retirement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

PACAF Assistant for Senior Officer Management mailing address is HQ PACAF/DPO Hickam Air Force Base, HI 96853.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from automated system interfaces.

Exemptions claimed for the system:

None.

F011 SAC A

System name:

011 SAC A SAC Logistic Personnel Management System.

System location:

Deputy Commander for Maintenance or Deputy Commander for Resources (at Air Force installations) within the Strategic Air Command (SAC) and Deputy Chief of Staff for Logistics at Strategic Air Command Headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Strategic Air Command personnel assigned to logistics or maintenance duties.

Categories of records in the system:

Files related to qualifications, experience, education, and degree of security clearance of logistics and maintenance personnel.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Power and duties; delegation by.

Purpose(s):

To develop a record source on logistics personnel at unit level in order to determine overall job qualifications, capabilities, and historical data for analysis by unit and MAJCOM. Files will provide a source of data to help determine future training requirements, protection capabilities, and balance experience factors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrieved by name or weapon system to which individual is assigned.

Safeguards:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. File folders are stored in locked rooms or drawers.

Retention and disposal:

Files are destroyed at Strategic Air Command or separation of the individual.

System manager(s) and address:

Deputy Chief of Staff, Logistics, Headquarters Strategic Air Command and Deputy Commander Maintenance or Deputy Commander Resources, at Strategic Air Command base or organization.

Notification procedure:

Deputy Chief of Staff Logistics, Deputy Commander Maintenance, or Deputy Commander Resources. Requests to determine existence of record should include full name, grade and approximate dates individual was assigned to Strategic Air Command logistics or maintenance organization after July 1,1980.

Record access procedures:

Access to manual files is controlled by Deputy Chief of Staff, Logistics, at Headquarters Strategic Air Command and by Deputy Commander Resources at each Strategic Air Command organization.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individual.

Exemptions claimed for the system:

None.

F011 SG A

System name:

011 SG A Professional Inquiry Records System.

System location:

At Headquarters United States Air Force, Office of the Surgeon General, Assistant for Congressional & Public Affairs, Bolling AFB, Washington, DC 20332.

Categories of individuals covered by the system:

Persons who have corresponded with a member of Congress, White House, or other high level federal or state executive officials concerning the professional aspects of care provided in Air Force medical facilities.

Categories of records in the system:

File contains copies of all correspondence concerning the inquiry; substantiating documents, such as correspondence or memorandums of telephone conversations with the appropriate medical facility, draft replies, medical records and any other background data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Records are used as background data for statistical presentations, and historical evidence for repeat inquiries by the same individuals. Portions of records may be loaned or copies provided to the Department of Defense activities for use as background data in evaluating inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters, United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions and from source documents.

Exemptions claimed for the system:

None.

F012 AF A

System name:

012 AF A Information Requests-Freedom of Information Act.

System location:

Air Force installations. Headquarters, United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

All persons who have requested documents under the provisions of the Freedom of Information Act (FOIA).

Categories of records in the system:

Administration of release of information to the public.

Authority for maintenance of the system:

5 USC 552, The Freedom of Information Act as implemented by Air Force Regulation 12-30, Disclosure of Air Force Records to the Public.

Purpose(s):

To control administrative processing of requests for information used by freedom of information manager.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for two years after annual cut-off then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Administration, Headquarters, United States Air Force, Washington, DC 20330.

Notification procedure:

Contact the local FOIA manager at each Air Force installation.

Record access procedures:

Contact the local FOIA manager at each Air Force installation.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Freedom of information manager as result of requests for information from members of public.

Exemptions claimed for the system:

None.

F012 AF B

System name:

012 AF B Privacy Act Request File.

System location:

At all levels of the Air Force having responsibility for systems of records under the Privacy Act. Includes Headquarters United States Air Force staff agencies, major commands, separate operating agencies, installations, and activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Air Force system notices. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

All persons who request access to, information from, or amendment of records about themselves from the Department of the Air Force and HQ USSPACECOM under the provisions of the Privacy Act of 1974 (5 USC 552a).

Categories of records in the system:

Letters, memoranda, legal opinions, messages, and miscellaneous documents relating to an individual's request for access to or amendment of records concerning that person, including letters of denial, appeals, statements of disagreements, and related documents accumulated in processing requests received under the Privacy Act of 1974.

Authority for maintenance of the system:

5 USC 552a, The Privacy Act of 1974 as implemented by Air Force Regulation 12-35, Air Force Privacy Act Program.

Purpose(s):

To record, process and coordinate individual requests for access to or amendment of personal records, and appeals on denials of requests for access or amendments to personal records; to prepare legal opinions and interpretations for System Managers and the Secretary of the Air Force.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by the Office of Management and Budget, the General Services Administration, the Office of Personnel Management, the Justice Department, or other Government agencies having a direct interest in monitoring or evaluating compliance with the provisions of the Privacy Act by the Department of the Air Force, including the preparation of special studies or reports on the status of actions taken to comply with the Act, the results of those efforts, any problems encountered and recommendations for any changes in legislation, policies, or procedures. Also used by members of Congress or their staffs for resolution of constituent inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and/or microfilm.

Retrievability:

Filed by name of requester.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Requests for information are destroyed when no longer needed; requests from access or amendment and appeals of denial are destroyed four years after final action or three years after adjudication by the courts, whichever is later.

System manager(s) and address:

The Director of Administration, Headquarters, United States Air Force, Washington, DC 20330; or the Director of Administration of the major command or separate operating agency, or Chief, Central Base Administration at the Air Force installation where the requested or disputed records are located.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Written requests should include the person's full name, grade (if applicable), and some other personal information which could be verified from the person's file. For personal visits, the individual should present a valid identification card or driver's license and some verbal information which could be verified from the person's case file.

Record access procedures:

Written requests should be addressed to the office that processed the initial inquiry, access request, amendment request, or appeal; or individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Records are obtained from the individual requester, Department of the Air Force organizations, other Department of Defense organizations, and agencies of Federal, state, and local governments, as applicable or appropriate for processing the case.

Exemptions claimed for the system:

None.

F012 ARPC A

System name:

012 ARPC A Fee Case File.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel and authorized requesters who are assessed a fee for search/receipt of documents.

Categories of records in the system:

Copies of general correspondence, chargeable case control, and public voucher involving collection of fees for search time and reproduction of documents from an Air Force Reserve or Air National Guard members personnel record, authorized release under Freedom of Information (FOI) at the request or authorization of the member for release to himself/or herself or approved agencies.

Authority for maintenance of the system:

5 USC 552, Public information agency rules, opinions, orders, and proceedings (Freedom of Information Act); 552a, Records maintained on individuals (Privacy Act); and 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by as implemented by Air Force Regulation (AFR) 12-30, Disclosure of Air Force Records to the Public; AFR 12-35, Air Force Privacy Act Program, AFR 12-32, Schedule of Fees for Copying, Certifying, and Searching Records and Other Documentary Material.

Purpose(s):

Used to control collection of chargeable fees and to verify completion of action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Destroyed after one year by tearing, pulping, or burning, provided any discrepancy is cleared.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identity from the record.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Correspondence and information from the individual, other military agencies and the National Personnel Records Center, St. Louis, MO 63132.

Exemptions claimed for the system:

None.

F030 AF A

System name:

030 AF A—Automated Personnel Management System.

System location:

Units or offices at all levels within the Air Force, and Headquarters United States Space Command (HQ USSPACECOM), who implement the system under a specific authorizing local or higher directive.

Categories of individuals covered by the system:

Personnel, including military, civilians, contractors, and TDY personnel, assigned to the office or unit as specified in the governing directive for the system.

Categories of records in the system:

Data obtained from existing personnel or training records or from the individual. Record includes name, grade, SSN, unit of assignment, security clearance, supervisor, duty title, office and telephone number, home address and telephone number, dependents, education and training, speciality or job qualifications, performance/effectiveness reports, awards/decorations, promotions, duty assignment history and similar information listed in the governing directive for the system.

Authority for maintenance of the system:

10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; as implemented by a specific governing directive, and Executive Order 9397. The system cannot be operated until a directive is published listing authorized locations, subjects, categories of records, safeguards, and management procedures.

Purpose(s):

Used to locate, manage and train assigned personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on computer or word processor and output products as listed in the governing directive.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the system and by persons servicing the records who are properly cleared for need-to-know. Records are protected in accordance with Air Force Regulation 700-10, Information Systems Security.

Retention and disposal:

Destroy when no longer needed, or when individual transfers or separates from service, whichever is sooner.

System manager(s) and address:

Chief of the office or unit where records are maintained.

Notification procedure:

Requests from individuals should be sent to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from personnel records, training records or the individual.

Exemptions claimed for the system:

None.

F030 AF JA A

System name:

030 AF JA A Confidential Statement of Affiliations and Financial Interests.

System location:

Office of the General Counsel, Office of the Secretary of the Air Force, Washington DC 20330; Office of the Judge Advocate General, Headquarters, United States Air Force, Washington DC 20330; Headquarters of major commands and at all levels down to and including Air Force installations. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

Air Force civilian personnel paid at a level of GS-13 through GS-15; Air Force military personnel in the rank of Lieutenant Colonel or Colonel whose basic duties and responsibilities require the exercise of judgment on Government decision making or taking action on (1) the administering or monitoring of grants or subsidies, (2) contracting or procurement, (3) auditing, or (4) any other government activity in which the final decision or action has a significant economic impact on the interest of any non-federal enterprise; and Special Government employees who are 'advisors' or 'consultants.' Army, Navy, Air Force, and Marine Corps active duty personnel and civilian employees in the same categories when assigned to HQ USSPACECOM.

Categories of records in the system:

Contains the title of the individual's position, date of appointment in present position, agency and major organization segment of the position, employment and financial interests, creditors, interest in real property, a list of persons from whom information can be obtained concerning the individual's financial situation, supervisor's evaluation, and Standards of Conduct Counsellor/Deputy Counsellor review.

Authority for maintenance of the system:

Executive Order 11222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees.'

Purpose(s):

The review of the statements by the individual's supervisor and deputy counselor to determine the existence of or potential for a conflict of interest in the performance of official duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

Filed alphabetically by year.

Safeguards:

Stored in locked metal file cabinets.

Retention and disposal:

Retained up to two years after the individual has left employment or terminated responsibilities which require disclosure of information. Destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Assistant General Counsel (Personnel). The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Managers or to Deputy Standards of Conduct Counsellor at system location.

Record access procedures:

Individual can obtain assistance from the System Managers or Deputy Standards of Conduct Counsellor at system location.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Managers.

Record source categories:

Information is obtained from the individual or from personnel designated by the individual.

Exemptions claimed for the system:

None.

F030 AF LE A

System name:

030 AF LE A Equal Opportunity in Off-Base Housing.

System location:

Each base level Housing Referral Office; Major Command (MAJCOM)/Assistant for Family Housing Management. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Military member, Department of Defense (DOD) civilian employee, and adult dependent acting for military member submitting a housing discrimination complaint.

Categories of records in the system:

Consists of Complaint in Discrimination of off base housing and supporting documents submitted to the base level housing referral office alleging a housing discrimination complaint, case files, reports of investigation, and related correspondence.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; 42 USC 1982, Property rights of citizens; and 10 USC 133, Secretary of Defense: Appointment: powers and duties; delegation by.

Purpose(s):

Information copies held at base, MAJCOM, and Headquarters United States Air Force (HQ USAF) as a historical record of all actions taken in response to each housing discrimination complaint. Information used by Air Force officials, at all levels, to respond to Congressional, HUD, Department of Justice (DOJ), or related inquiries pertaining to the housing discrimination complaint.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Original record sent to HUD with an information copy to DOJ for their action in support of existing laws.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

By installation and name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Individuals may contact agency officials at the respective base level housing referral office in order to exercise their rights under the Act.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Individuals may contact agency officials at the respective base level housing referral office in order to exercise their rights under the Act.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual's voluntary application, witnesses of alleged incident, and other sources pertinent to alleged incident.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(2). For additional information, contact the System Manager.

F030 AF LE B

System name:

030 AF LE B Off-Base Housing Referral Service.

System location:

Base Level Housing Referral Offices; Major Command/DEHH. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Military member, Department of Defense (DOD) civilian employee requesting off-base housing, and civilian landowner or agent listing facilities for rent.

Categories of records in the system:

Off-Base Housing Application, and Notification of Housing Selection. Data includes: Name, grade, address, family composition, age, housing requirements, and housing selected. Detailed Sales/Rental Listing. Form completed by civilian landowner or agent. Data includes: Name, address, details on rentals listed, and nondiscriminatory assurances.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to match housing desires with rentals listed. Used by base housing officials, military personnel and authorized civilians to locate housing matching needs/desires. Identifies type of housing selected by incoming personnel and used by base housing officials to monitor availability of off-base housing, housing selected, and individual's satisfaction with housing referral service provided. Used by AF officials to respond to inquiries on individual member's housing situation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Referred to Department of Justice and Department of Housing and Urban Development if required by them in processs discrimination complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name and installation.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager or individuals can contact the Housing Referral Office at the base at which they completed the applicable forms in order to exercise their rights under the Act.

Record access procedures:

Same procedures as for notification above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual voluntary application.

Exemptions claimed for the system:

None.

F030 AF LE C

System name:

030 AF LE C Base Housing Management.

System location:

Headquarters United States Air Force, Washington, DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

All Military members desiring base family housing and eligible Department of Defense (DOD) civilian employees.

Categories of records in the system:

Application for and Assignment to Military Family Housing, contains the following data: Name, address, rank, Social Security Number (SSN), service data, family composition, and other information such as health problems. Other supporting documents-quarters condition inspection reports, assignment orders, etc.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to apply for family housing and provide information upon which eligibility can be determined. Used by base housing officials to respond to Congressional, Inspector General, and other inquiries on an individual basis pertaining to family member's housing situation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Records are controlled by personnel screening.

Retention and disposal:

Advance applications are retained by losing activity and destroyed after six months. Applications received by gaining activities are destroyed one year after termination of quarters. Applications are destroyed by tearing, burning, pulping, shredding or macerating. Supporting records are destroyed when no longer needed.

System manager(s) and address:

Deputy Chief of Staff/Programs and Resources, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Individuals may contact agency officials at the Base Housing Office at the installation at which he completed the applicable form or the installation which will be providing military family housing.

Record access procedures:

Same procedures as for notification above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtain from individual's voluntary application.

Exemptions claimed for the system:

None.

F030 AF LE D

System name:

030 AF LE D On/Off-Base Housing Records.

System location:

Air Force installations.

Categories of individuals covered by the system:

Military members seeking advance applications for housing both incoming and outgoing.

Categories of records in the system:

Record contains Quarters Condition Inspection Report, Real Property Maintenance Request, and Application for and assignment to military housing.

Authority for maintenance of the system:

10 USC 9775, Quarters assignment guidance.

Purpose(s):

To record data required to assign and terminate family housing, report noted deficiencies in area of housing occupants responsibility, status of waiting list, and listing of personnel occupying quarters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, computer and computer output products and in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Send full name.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information derived from member's Permanent Change of Station Orders, Quad Leaders reports, and any other information voluntarily given by each applicant.

Exemptions claimed for the system:

None.

F030 AF MP A

System name:

F030 AF MP A—Personnel Data System (PDS).

System location:

Headquarters United States Air Force, Washington, DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Air Reserve Personnel Center, Denver, CO 80280. Headquarters of major commands and separate operating agencies and Consolidated Based Personnel Offices (CBPOs), Central Civilian Personnel Offices (CCPOs), and consolidated reserve personnel offices, and activity or squadron orderly rooms. Official mailing addresses are published as an appendix to the Department of Air Force's compilation of systems or records.

Categories of individuals covered by the system:

Air Force active duty and retired military personnel. Air Force Reserve and Air National Guard personnel. Air Force Academy cadets. Air Force Civilian employees. Certain surviving dependents of deceased members of the U.S. Air Force and predecessor organizations; potential Air Force enlistees; candidates for commission enrolled in college level Air Force Reserve Officer Training Corps Programs; Deceased members of the Air Force and predecessor organizations; separated members of the U.S. Air Force, the Air National Guard (ANG) and Air Force Reserve (USAFR); ANG and USAFR Technicians; Prospective, pending, current, and former Air Force civilian employees, except Air National Guard Technicians—current and former civilian employees from other Governmental agencies that are serviced at CCPOs may be included at the option of servicing CCPO; DoD contractors and foreign military personnel on liaison or support duty.

Categories of records in the system:

The principal digital record maintained at each PDS operating level is the master personnel record, which contains the following categories of information:

1. Accession data pertaining to an individual's entry into the Air Force (place of enlistment, source of commission, home of record, date of enlistment, place from which ordered to EAD).

2. Education and training data, describing the level and type of education and training, civilian or military (academic education level, major academic specialty, professional specialty courses completed, professional military education received).

3. Utilization data used in assigning and reassigning the individual, determining skill qualifications, awarding Air Force Specialty Codes, determining duty location and job assignment, screening/selecting individual for overseas assignment, performing strength accounting processes, etc. (Primary Air Force Specialty Code, Duty and Control Air Force Specialty Code, personnel accounting symbol, duty location, up to 24 previous duty assignments, aeronautical rating, data departed last duty station, short tour return date, reserve section,

current/last duty station, short tour return date, reserve section, current/last overseas tour).

4. Evaluation data on members of the Air Force during their career (Officer Effectiveness Report dates and rating, Airman Performance Report dates and ratings, result of various qualification tests, an "Unfavorable Information" indicator, and Drug and Alcohol Abuse data).

5. Promotion data including promotion history, current grade and/or selection for promotion (current grade, date of rank and effective date; up to 10 previous grades, dates of rank and effective dates projected temporary grade, key "service dates").

6. Compensation data although PDS does not deal directly with paying Air Force members, military pay is largely predicated on personnel data maintained in PDS and provided to the Air Force Accounting and Finance Center (AFAFC) as described in ROUTINE USES below (pay date, Aviation Service Code, sex, grade, proficiency pay status).

7. Sustentation data—information dealing with programs provided or actions taken to improve the life, personal growth and morale of Air Force members (awards and decorations, marital status, number of dependents, religious denomination of member and spouse, race relations education).

8. Separation and retirements data, which identifies an individual's eligibility for and the reason for separation (date of separation, mandatory retirement date, projected or actual separation program designator and character of discharge). At the central processing site (AFMPC), other subsidiary files or processes are operated which are integral parts of PDS: (a) Procurement Management Information System (PROMIS) is an automated system designed to enable the USAF to exercise effective management and control of the procurement personnel required to meet the total scheduled manpower requirements necessary to accomplish the Air Force mission. The system provides the recruiter with job requirement data such as necessary test scores, Air Force Specialty Code, sex, date of enlistment; and the recruiter enters personal data on the applicant—SSN, name, date of birth, etc.—to reserve the job for him or her. (b) Career Airman Reenlistment Reservation System (CAREERS) is a selective reenlistment process that manages and controls the numbers by skill of first-term airmen that can enter the career force to meet established objectives for accomplishing the Air Force mission. A centralized data bank contains the actual number, by quarter, for each Air Force Specialty Code (AFSC) that can be allowed to reenlist during that period. The individual requests reenlistment by stating his eligibility (AFSC), grade, active military service time, etc. If a vacancy exists, a reservation—by name, SSN, etc.—will be made and issued to the CBPO processing the reenlistment. (c) Airman Accessions provides the process to capture a new enlistee's initial personal data (entire personnel record) to establish a personal data record and gain it to the Master Personnel File of the Air Force. The initial record data is captured through the established interface with the Processing and Classification Enlistees System (PACE) at Basic Military Training, Lackland Air Force Base, for non-prior service; for prior service enlistees the basic data (name, SSN, DOE, grade, etc.) is input directly by USAF Recruiting Service and updated and completed by the initial gaining CBPO). (d) Officer Accession is the process whereby each of the various Air Force sources of commissioning (AF Academy, AFROTC, Officer Training School, etc.) project their graduates in advance allowing management to select by skill, academic speciality, etc.—which and how many will be called to active duty when, by entering into the record an initial assignment and projected entry onto Active Duty date. On that date the individual's record is accessed to the active Master Personnel File of the Air Force. (e) Technical Training Management Information System (TRAMIS) is a system dealing with the Technical Training activities controlled by Air Training Command. The purpose of the system is to integrate the training program, quota control and student accounting into the personnel data system. TRAMIS consists of numerous files which constitute "quota banks" of available training spaces, in specific courses, projected for future use based on estimated training requirements. Files include such data as: Course Identification Numbers, Class Start and Graduation Dates, Length of Training, Weapon System Indentification, Training Priority Designators, Responsible Training Centers, Trainee Names, SSN (and other pertinent personnel data) on individuals scheduled to attend classes. (f) Training Pipeline Management Information System (TRAPMIS) is an automated quota allocating system which deals with specialized combat aircrew training and aircrew survival training. Its files constitute a "quota bank" against which training requirements are matched and satisfied and through which trainees are scheduled in "pipeline" fashion to accommodate the individual's scheduled geographical movement from school to school to end assignment. Files contain data concerning the courses monitored as well as names, SSNs and other pertinent personnel data on members being trained. (g) Air Force Institute of Technology (AFIT) Quota Bank File reflects program quotas by academic specialty for each fiscal year (current plus two futures fiscal years, plus the past fiscal year programs for historical purposes). Also, this file reflects the total number of quotas for each academic specialty. Officer assignment transactions process against the AFIT Quota Bank file to reflect the fill of AFIT Quotas. Examples of data maintained are: Academic Specialty, Program Level, Fiscal Year, Name of Incumbent selected, projected, filing AFIT Quota. (h) Job File is derived from the Authorized Record and is accessible by Position Number. Resource managers can use the Job File to validate authorizations by Position Number for assignment action and also to make job offers to individual officers. Internal suspension within the Job File occurs based upon Resource Managers update transactions. Data in the file includes: Position Number, Duty AFSC, Functional Account Code, Program Element, Location, and name of incumbent. (i) Casualty subsystem is composed of transactions which may be input at Headquarters Air Force and/or CBPOs to report death or serious illness of members from all components. A special file is maintained in the system to record information on individuals who have died. Basic identification data and unique data such as country of occurrence, date of incident, casualty group, aircraft involved in the incident and military status are recorded and maintained in this file. (j) Awards/Decorations are recorded and maintained on all component personnel in the headquarters Air Force master files. All approved decorations are input at CBPOs whereas disapproved decorations are input at MAJCOM/HAF. A decorations statistical file is built at AFMPC which reflects an aggregation of approvals/disapprovals by category of decoration. This file does not contain any individually identifiable data. All individually identifiable data on decorations is maintained in the Master Personnel File. Such information as the type of decoration, awarding authority, special order number and data of award are identified in an individual's record. Several occurrences for all decorations are stored; however only specific data on the last decoration of a particular type is maintained. (k) Point Credit Accounting and Reporting System (PCARS) is an Air National Guard/Air Force Reserve Unique supported by PDS. Its basic purpose is to maintain and account for retirement/retention points accrued as a result of participating in Drills/Training. The system stores basic personal identification data which is associated with a calendar of points, earned by participation in the Reserve program. Each year an individual's record is closed and point totals are accumulated in history, and a point earning statement is provided the individual and various records custodians. (l) Human Reliability/Personnel Reliability File is maintained at Headquarters Air Force in support of Air Force Regulation 35-99. It is not part of the Master Personnel Files but a free standing file which is updated by transactions from CBPOs. The file was established to specifically identify individuals who have become permanently disqualified under the provisions of the above regulations. A record is maintained on each disqualified individual which includes basic identification data, service component, Personnel/Human reliability status and date, and reason for disqualification. (m) Variable Incentive Pay (VIP) File for medical officers contains about 125 character records on all Air Force physicians and is specifically used to identify whether the individual is participating in the Continuation Pay or Variable Incentive Pay programs. Update to this file is provided by the Surgeon (AFMPC), the Air Force Accounting and Finance Center and directly from changes to the Master Personnel File. Besides basic identification data an individual's record, includes source of appointment, graduate medical location status, amount of VIP or Continuation Pay and the dates of authorization and the dates and reason for separation. (n) Weighted Airman Promotion System: (1) The Test Scoring and Reporting Subsystem (TSRS) provides for identifying at the CBPO individuals eligible for testing; providing output to the Base Test Control Officer and the CBPO to control, monitor, and operate WAPS testing functions; editing and scoring WAPS test answer cards at AFMPC; providing output for maintaining historical and analytical files at AFMPC and the Human Resources Laboratory (HRL) and includes the central identification of AFMPC of individuals eligible for testing. (2) The Personnel Data Reporting Subsystem (PDRS) provides for identifying promotion eligibles at AFMPC; verifying these eligibles and selected promotion data; merging test and weighted promotion data at AFMPC to effect promotion scoring, assigning the promotion objective and aligning selectees in promotion priority sequence; maintaining projections on promotion selectees at AFMPC, MAJCOM, and the CBPO, updating these projections monthly; creating output products to monitor the flow of data in the system; maintaining promotion historical and analytical files and reports at AFMPC. (3) Basically, identification data along with time in grade, test scores, decoration information, time in service, and airman performance report history is used to support this program. (o) Retired Personnel

Data System (RPDS) is made up of four files—Retired Officer Management File and Retired Airman Management File containing records on members in retired status and the Retired Officer and Airman Loss Files containing records on former retirees who have been lost from rolls, usually through death. The RPDS is used to produce address listings for the Retired Newsletter and Policy letter, statistical reports for budgeting, to manage the Advancement Program, the Temporary Disability Retired List, Age 59 rosters for ARPC, General Officer roster, and statistical digest data for management analysis functions. Data is extracted from the master files upon retirement from Active Duty or Reserves. Data includes: Name, SSN, grade data, service data, education data, retirement data and address. (p) Separated Officer File contains historical information on officers who leave the Air Force via separation, retirement, or death. Copies are sent to Human Resources Lab and Washington offices for research purposes. The data comprises the Master Personnel Record in its entirety and is captured 30 to 60 days after separation from the Air Force. (q) Airman Gain/Loss File includes data extracted from the Airman Master file when accession and separation (gains and losses) occur. This file, like the Separated Officer File, is used for historical reports regarding strength changes. Data includes name, SSN, and other data that reflects strength, i.e., promotions, reassignment data, specialty codes, etc. (r) Officer and Airman Separation Subsystem is used to process, track, approve, disapprove and project separations from the Air Force and transfers between components of the Air Force. This subsystem uses the Active, Guard, and Reserve MPFs. Data includes that specifically related to separatioins, e.g., Date of Separation, Separation Program Designator, waivers, etc. (s) The Retirements Subsystem is used to process and track applications for and approval/disapproval and projections of retirements. This subsystem uses the Master Files for Active Duty and Reserve officers and airmen. Data specifically related to retirements includes application data, date of separation, waiver codes, disapproval reason codes, Separation Program Designator, Title 10 U.S.C. section, etc. (t) Retired Orders Log is a computer produced retirement orders routine. Orders are automatically produced when approval, verification of service dates, and physical clearance have been entered in system. The orders log contains data found in administrative orders for retirement, including name, SSN, grade, order number, effective dates, etc. The log is used to control assignment of order number, and as a cross-reference between orders, revocations and amendments. (u) General Officer Subsystem of PDS contains data extracted from the Master Personnel File and language qualification data and assignment history data maintained by the Assistant for General Office Matters. A record is maintained on each general officer and general officer selectee. The general office files are updated monthly and are used to produce products used in the selection/identification of general officers for applicable assignments. (v) Officer Structure Simulation Model (OSSM) provides officer force descriptions in various formats for existing, predictive or manipulated structures. It functions as a planning tool against which policy options can be applied so as to determine the impact of such policy decisions. The (OSSM) input records contain individual identification data from the Master Personnel Record, but all output is statistical. (w) Widow's File is maintained on magnetic tape and updated by the office of primary responsibility. When required, address labels and listings are produced by employing selected PDS utility programs. The address labels are used to forward the Retired Newsletter to widows of active duty and retired personnel. The listings are used for management control of the program. Contained in the file are the name, address, and SSN of the widow. Additionally, the deceased sponsor's name, SSN, date of death, and status at time of death are maintained. (x) Historical Files are files with a retention period of 365 days or more. They consist of copies of acting master files, and are used primarily for aggregation and analysis of statistical data, althugh individual records may be accessed to meet ad hoc requirements. (y) Miscellaneous files, records, and processes are a number of work files, inactive files with a less-than-365 day retention period, intermediate records, and processes relating to statistical compilations, computer operation, quality control and problem diagnosis. Although they may contain individual-identifying data, they do so only as a function of system operation, and are not used in making decisions about people. (z) Civilian employment information including authorization for position, personnel data, suspense information; position control information; projected information and historical information; civilian education and training data; performance appraisal, ratings, evaluations of potential; civilian historical files covering job experience, training and transactions; civilian awards information, merit promotion plan work files; career programs files for such functional areas as procurement, logistics, civilian personnel, etc., civilian separation and retirement data for reports and to determine eligibility; adverse and disciplinary data for statistical analysis and employee assistance; stand-alone files, as for complaints, enrollee programs; extract files from which to produce statistical reports in hard copy, or for immediate access display on remote computer terminals; miscellaneous files, as described in item (y) above. (aa) Aviator Continuation Pay is used to identify where the officer is participating in the Continuation Pay Program. Update to this file is provided by HQ AFMPC/DPMAT, the Air Force Accounting and Finance Center, and directly from changes to the Master Personnel File. Identification data on an individual record includes amount of continuation pay, ADSC, and bonus eligibility date.

Authority for maintenance of the system:

10 U.S.C. 265, policies and regulations: Participation of reserve officers in preparation and administration; 269, Ready reserve: Placement in; transfer from; 275, Personnel records; 278, Dissemination of information; 279, Training Reports; Chapter 31, Enlistments; 564, Warrant officers: Effect of second failure of promotion; 593, Commissioned Officers: Appointment, how made; term; 651, Members: Required service; 671, Members not to be assigned outside U.S. before completing training; 673, Ready reserve; Chapter 47, Uniform Code of Military Justice, Sections 835, Art, 35. Service of Charges; 837, Art. 37. Unlawfully influencing action of court; 885, Art. 85. Desertion; 886, Art 86. Absence without leave; 887, Art. 87. Missing movement; 972, Enlisted members: Required to make up time lost; 1005, Commissioned officers: Retention until completion of required service; 1163, Reserve components: Members; limitations on separation; 1164, Warrant officers; separation for age; 1166, Regular warrant officers: Elimination for unfitness or unsatisfactory performance; Chapter 61, Retirement—Physical disability; Chapter 63, Retirement for Age, Sect 1263—Age 62: Warrant officers; Chapter 65, Retirement for Length of Service; 1293, Twenty years or more: Warrant officers; 1305, Thirty years or more: Regular warrant officers; Chapter 67, Retired pay; 1331, Computation of years of service in determining entitlement to retired pay; 1332, Age and service requirements; 1333, Computation of years of service in computing retired pay; Chapter 79, Correction of Military Records; Chapter 165, Accountability and responsibility, Section 2771, Final settlement of accounts: Deceased members; 8013, Secretary of the Air Force: Powers and duties; delegation by; Chapter 805, The Air Staff, Sections 8032, General duties; and Section 8033, Reserve components of Air Force; policies and regulations for government of: Functions of National Guard Bureau with respect to Air National Guard; Chapter 831, Strength, Section 8224, Air National Guard of the United States; Chapter 833, Enlistments; 835, Appointments in the Regular Air Force, 8284, Commissioned officers; Appointment, how made; 8285, Commissioned officers: Original appointment; qualifications; 8296, Promotion lists: Promotion-list officer defined; determination of place upon transfer or promotion; 8297, Selection boards; 8303, commissioned officers; Effect of failure of promotion to captain, major, or lieutenant colonel; Chapter 837, Appointments as Reserved Officers; 8360, Commissioned officers; Promotion service; 8362, Commissioned officers; Selection boards; 8363, Commissioned officer; Selection boards; general procedures; 8366, Commissioned Officers: Promotion to captain, major, or lieutenant colonel; 8376, Commissioned officers; Promotion when serving in temporary grade higher than reserve grade; Chapter 839, Temporary Appointments, 8442, Commissioned officers; regular and reserve components: Appointment in higher grade; 8447, Appointments in commissioned grade: How made; how terminated; Chapter 841, Active Duty, 8496, Air National Guard of United States: Commissioned officers duty in National Guard Bureau; Chapter 853, Rights and benefits, Section 8691, Flying officer rating: qualifications; Chapter 857, Decorations and Awards; Chapter 859, Separation, 8786, Officer considered for removal: Voluntary retirement or honorable discharge; severance benefits; 8796, Officers considered for removal: Retirement or discharge; Separation or Transfer to Retired Reserve, 8846, Deferred Officers; 8848, 28 years: Reserve first lieutenants, captains, majors, and lieutenant colonels; 8851, Thirty years or five years in grade: Reserve colonels and brigadier generals; 8852, Thirty-five years or five years in grade: Reserve major generals; 8853, Computation of years of service; Chapter 865, Retirement for Age; 8883, Age 60; regular commissioned officers below major general; 8884, Age 60: Regular major generals whose retirement has been deferred; 8885, Age 62: Regular major generals; 8886, Regular major generals whose retirement has been deferred; Chapter 867, Retirement for Length of Service; 8911, Twenty years or more; regular or reserve commissioned officers; 8913, Twenty years or more: Deferred officers not recommended for promotion; 8914, Twenty to thirty years: Regular enlisted members; 8915, Twenty-five years: Female majors except those designated under section 8067(a)–(d) or (g)–(i) of this title; 8916, twenty-eight years: Promotion list lieutenant colonels; 8918, Thirty years or more: Regular enlisted members; 8917, thirty years or more: Regular commissioned officers; 8921, Thirty years or five years in grade: Promotion-

list colonels; 8922; Thirty years or five years in grade: Regular brigadier generals; 8923, Thirty-five years or five years in grade: Regular major generals; 8924, Forty years or more: Air Force Officers; Chapter 901, Training generally, 9301, Members of Air Force: Detail as students, observers and investigators at education institutions, industrial plants, and hospitals; and 9302, Enlisted members of Air Force: Schools; Chapter 903, United States Air Force Academy; 9342, Cadet: Appointment; numbers, territorial distribution; 9344, Selection of persons from Canada and American Republics; 9345, Selection of Filipinos; Chapter 1, Organizations, 102, General policy; and 104, units; Location; organization; command; Chapter 3, Personnel, 307, Federal recognition of officers; Examination, certification of eligibility; Chapter 7, Services, supplies, etc., 709, Caretakers and clerks; Chapter 3, Basic Pay, 308, Special pay: Reenlistment bonus; 313, Special pay: Medical officers who execute active duty agreements; Chapter 7, Allowances, 407, Travel and transportation allowances: Dislocation allowance; Chapter 10; Air Force Manual 30-3, Vol I-V, Mechanized Personnel Procedures, Air Force Manual 30-3, Vol 1-V, Mechanized Personnel Procedures, Air Force Manual 30-130, Base Level Military Personnel System, and Air Force Manual 300-4, Standard Data Elements and Codes; and Executive Order 9397.

Purpose(s):

The Air Force operates a centralized personnel management system in an environment that is widely dispersed geographically and encompasses a population that is diverse in terms of qualifications, experience, military status and needs. There are three major centers of Air Force personnel management: Washington, DC, where most major policy and long-range planning/programming decision are made; the Air Force Manpower and Personnel Center at Randolph Air Force Base, TX, which performs most personnel operations-type functions for the active duty components of the force; and the Air Reserve Personnel Center at Denver, CO, which performs certain operational functions for the Reserve components of the force. Offices at Major Command Headquarters, State Adjutant Generals, and Air Force bases perform operational tasks pertaining to the population for which they are responsible. The structure of the Air Force and its personnel management system, the composition of the force, and the Air Force's stated objective of treating people as individuals, i.e., giving due consideration to their desires, needs and goals, demand a dynamic data system that is capable of supporting the varying needs of the personnel managers at each echelon and operating locations. It is to this purpose that the data in the Personnel Data System is collected, maintained, and used.

A. Uses within the Air Force personnel community, HQ USAF, Washington, DC: Deputy Chief of Staff, Personnel and his immediate staff; Director of Personnel Plans; Director of Personnel Programs; Assistant for General Officer Matters; Assistant for Colonel Assignments; Reserve Personnel Division; Air National Guard Personnel Division; and the Surgeon General, the Chief of AF Chaplains and the Staff Judge Advocate, each of which perform certain personnel functions within their area of responsibility. Data from the central data base at the AFMPC is furnished Washington area agencies by retrieval from the computer at Randolph via remote access devices and by provisions of recurring products containing required management information, including computer tape files which are used as input to unique systems with which PDS interfaces. Although most of the data is used by policy makers to develop long-term plans and programs and track progress toward established goals, some individual data is provided/retrieved to support actions taken on certain categories of persons managed by offices in the headquarters, e.g. General Officers, Colonels, Air National Guard personnel, etc. Air Force Manpower and Personnel Center (AFMPC), Randolph Air Force Base, TX. Personnel managers at AFMPC use the data in PDS to make decisions on individual actions to be taken in areas such as personnel procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, casualty and personal affairs, separation and retirement. Air Reserve Personnel Center (ARPC), Denver, CO. Personnel managers at ARPC perform many of the same functions for the Reserve components of the Air Force as the managers at AFMPC perform for the active duty force. As with the Washington area, ARPC obtains data from the central data base at AFMPC by retrieval through remote terminals and recurring output products containing information necessary to their management processes. Major Command Headquarters personnel operations are supported by the standard content of PDS records provided them by AFMPC. In addition, there is provided in the PDS record an "add-on area" which the commands are authorized to use for the storage of data which will assist them in fulfilling unique personnel management requirements generated by their mission, structure, geographical location, etc. The standard functions performed fall generally under the same classifications as those in AFMPC, e.g., assignment, classification, separation, etc. Nonstandard usages include provisions of unique aircrew data, production of speciality-tailored name listing, control of theatre oriented training, etc. Some commands use PDS data—both standard and add-on as input to unique command systems, which are separately described in the Federal Register. Consolidated Base Personnel Offices (CBPO) which represent the base-level aspect for PDS, are the prime point of system-to-people interface. Supplied with a standard data base and system, CBPOs provide personnel management support to commanders and supervisors on a daily basis. Acting on receipt of data from higher headquarters, primarily by means of transactions processed through PDS, they notify people of selection for reassignment, promotion, approval/disapproval of requests for separation and retirement, and similar personnel actions. When certain events occur to an individual at the local level, e.g., volunteer for overseas duty, reduction in grade, change in marital status, application for retirement, etc., the CBPO enters transactions into the vertical system to transmit the requisite information to other management levels and update the automated records resident at those levels. CBPOs too are allotted an "add-on" area in the computer record which they use to support local management unique requirements such as local training scheduling, unique locator listing urinalysis testing scheduling, etc.

B. Uses External to the Air Force Personnel Community: 1. Headquarters USAF/AFMPC Interfaces:

Automated interfaces exist between the PDS central site files and the following systems of other functions: a. The Flight Records Data System (FRDS) maintained by the Air Force Inspection and Safety Center (AFISC) at Norton Air Force Base, CA. (1) Certain personnel identification data on rated officers is transferred monthly to the FRDS. This data flow creates the basic identifying data in the FRDS, insures compatibility with the PDS, and precludes duplicative data collection and input generation by the AFISC. (2) Update of the personnel data to the FRDS generates return flow of flying hour data which is used at AFMPC for rated resource distribution management. b. The Master Military Pay Account (MMPA), is the Joint Uniform Military Pay System (JUMPS) centralized pay file maintained by the Air Force Accounting and Finance Center (AFAFC) at Denver, CO. The PDS transfers certain pay related data as changes occur to update the MMPA, e.g., promotions, accessions, separations/retirements, name, SSN, grade. These data provided criteria for the AFAFC to determine specific pay entitlements. c. The AFAFC maintains a separate pay system for Air National Guard and Air Force Reserve personnel called the Air Reserve Pay and Allowances System (ARPAS). (1) PDS outputs certain pay related data to ARPAS as changes occur, e.g., retirements/separations, promotions, name, SSN, grade. These data form the criteria for the AFAFC to determine specific Reserve pay entitlements. (2) ARPAS outputs data which affect accumulated point credits for Air National Guard/Reserve participation to AFMPC for update of the Point Credit Accounting and Reporting System (PCARS), a component of PDS. PCARS also receives monthly input from HQ Air University which updates point credits as a result of completing an extension Courses Institute correspondence program. d. AFAFC procies data on Variable Incentive Pay (VIP) for Medical Officers is used to update a special control file within PDS and produce necessary reports for management of the VIP program. e. Air Training Command operates a system called PACE (Processing and Classification of Enlistees) at Lackland Air Force Base, TX. From the system data is fed to AFMPC to initially established the PDS record on an Air Force enlistee. f. On a monthly basis, copies of the PDS master Personnel File are provided to the Human Resources Laboratory at Brooks Air Force Base, TX, where they are used as a statistical data base for research purposes. g. On a quarterly basis, AFMPC provides the USAF School of Aerospace Medicine with data concerning name, SSN, and changes in base and command of assignment of flying personnel. The data reflects significant medical problems in the flying population. h. A complete printout of PDS data pertaining to an individual is included in his Master Personnel Record when it is forwarded to National Personnel Records Center. i. PDS data is provided to the Congingency Planning Support Capability (CPSC) at six major command headquarters: Tactical Air Command, Strategic Air Command, Military Airlift Command, Air Force Communications Command, United States Air Forces, Europe, and Pacific Air Forces. A record identifiable by individual's name and SSN provides contingency and/or manning assistance temporary duty (TDY) being performed by the individual. Record is destroyed upon completion of the TDY. Statistical records (gross statistics by skill and unit) are also generated for CPSC from PDS providing force availability estimates. CPSC is described separately in the Federal Register.

2. Base Level CBPO Interfaces: Certain interfaces have been established at base level to pass data from one functional system to another. The particular mode of interface depends on the needs of the receiving function and the capabilities of the system to produce the necessary data: a. The Flight Management Data System (FMDS) receives an automated flow of selected personal data on flying personnel as changes occur. This data consists primarily of assignment data and service dates which the base flight manager uses to determine appropriate category of aviation duty which is reflected by designation of an Aviation Service Code. The FMDS outputs aviation service data as changes occur to the BLMPS. These data subsequently flow to the PDS central site files at AFMPC so it is available for resource management decisions. b. The Medical Administration Management System (MAMS), currently being developed and tested, will receive flow of selected assignment data as changes occur for personnel assigned to medical activities. MAMS will use these data to align assigned personnel with various cost accounting work centers within the medical activity and thus be able to track manpower expenditure by subactivities. c. The Automated Vehicle Operator Record (AVOR) is being developed to support motor vehicle operator management. Approximately 115 characters of vehicle operator data will be incorporated into the BLMPS data base during FY76 for both military and civilian personnel authorized to operate government motor vehicles and selected personnel data items (basic identification data) will be authorized for access by the vehicle operator managers. d. Monthly, a magnetic tape is extracted from BLMPS containing selected assignment data on all assigned personnel. This tape is transferred to the basic Accounting and Finance Office for input into the Accounting Operations System. This system uses these data to derive aggregate base manpower cost data. e. A procedure is designed into BLMPS to output selected background data in predefined printed format for personnel being administered militiary justice. This output is initiated upon notification by the base legal office. The data is forwarded to the major command where it is input into the Automated Military Justice Analysis and Management System (AMJAMS). f. The BLMPS output (on an event-oriented basis) pay-affecting transactions such as certain promotions, accessions, and assignments/reassignments, to AFAFC, where the data is entered into the JUMPS. C. Uses External to the Air Force, the Office of the Secretary of Defense (OSD): 1. Individual information is provided to offices in OSD on a recurring basis to support top-level management requirements within the Department of Defense. Examples are the DoD Recruiter File to the Assistant Secretary for Manpower and Reserve Affairs (M&RA), a magnetic tape extract of military personnel record (RCS: DD-M (SA) 1221) to M&RA, input to the Reserve Component Common Personnel Data System to M&RA and the Post Career Data File to M&RA. 2. To Other Defense Agencies: PDS supports other components of DoD by provision of individual data in support of programs operated by those agencies. Examples are the Selected Officer List to Defense Intelligence Agency for use in monitoring a classified training program and the Defense System Management School (DSMS) Track Record System to DSMS for use in evaluating the performance of graduates of that institution. An Extract file on Air National Guard Technicians is provided the National Guard Computer Center. 3. Other Government/Quasi-Government Agencies: Information used in analyzing officer/airman retention is provided RAND Corporation. Data on prior service personnel with military service obligations is forwarded to the National Security Agency. Lists of officers selected for promotion and/or appointment in the Regular Air Force are sent to the Office of the President and/or appointment in the Regular Air Force are sent to the Office of the President and/or the Congress of the United States for review and confirmation. Certain other personnel information is provided these and other government agencies upon request when such data is required in the performance of official duties. Selected personnel data is provided foreign governments U.S. governmental agencies, and other Uniformed Services on USAF personnel assigned or attached to them for duty. Examples: the government of Canada, Federal Aviation Administration, U.S. Army, Navy, etc. 4. Litigation 5. Miscellaneous. Lists of individuals selected for promotion or appointment, who are being reassigned, who die, or who are retiring are provided to unofficial publications such as the Air Force Times, along with other information of interest to the general Air Force public. Information from PDS support a world-wide locator system which responds to queries as to the location of individuals in the Air Force. Locator information pertinent to personnel on active duty may be furnished to a recognized welfare agency such as the American Red Cross or the Air Force Aid Society. For civilian personnel—to provide automated system support to Air Force officials at all levels from that part of the Office of Personnel Management required personnel management and records keeping system that pertains to evaluation, authorization and position control, position management, staffing skills inventory, career management, training, retirement, employee services, rights and benefits, merit promotion, demotions, reductions in force, complaints resolution, labor mangement relations, and the suspensions and processing of personnel actions; to provide for transmission of such records between employing activities within the Department of Defense—to provide individual records and reports to OPM; to provide information required by OPM for the transfer between federal activities; to provide reports of military reserve status to other armed services for contingency planning—to obtain statistical data on the work force to fulfill internal and external report requirements and to provide Air Force offices with information needed to plan for and evaluate manpower, budget and civilian personnel programs—to provide minority group designator codes to the Office of Personnel Management's automated data file—to provide the Office of the Assistant Secretary of Defense Manpower and Reserve Affairs with data to access the effectiveness of the program for employment of women in executive level positions—to obtain listings of employees by function or area for locator and inventory purposes by Air Force offices—to assess the effect or probable impact of personnel program changes by simulation and modeling exercises—to obtain employee duty locations and other employee data for personnel program management purposes—to obtain employee duty locations and other information releasable under OPM rules and the Freedom of Information Act to respond to request from Air Force offices, other Federal agencies and the public—to provide individual records to other components of the Department of Defense in the conduct of their official personnel management program responsibilities—to provide records to OPM for files reconciliation and maintenance purposes—and to provide information to employee unions as required by negotiated contracts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routines Uses" that appear at the beginning of the Department of the Air Force's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, card files, on computer magnetic tapes, disks or computer paper printouts or microfiche.

Retrievability:

Filed by name or Social Security Number (SSN). The primary individual record identifier in PDS is SSN. Some files are sequenced and retrieved by other identifiers; for instance, the assignment action record is identified by an assignment action number. Additionally, at each echelon there exists computer programs to permit extraction of data from the system by constructing an inquiry containing parameters against which to match and select records. As an example, an inquiry can be written to select all Captains who are F-15 pilots, married, stationed at Randolph AFB, who possess a master's degree in Business Administration; then display name, SSN, number of dependents and duty location. This is the added capability of selecting an individual's record or certain pre-formatted information by SSN on an immediate basis using a teletype or cathode ray tube display device. High-speed line printers located in the Washington, DC, area, at Major Command and at ARPC permit the transfer of volume products to and for the use of personnel managers at those locations.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in the performance of their official duties where authorized, and properly screened and cleared for need-to-know, and by commanders of medical centers and hospitals. Records are stored in security file containers/cabinets, safes, vaults and locked cabinets, or rooms. Records are protected by guards. Records are controlled by personnel screening visitor registers and computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Preceding retention statement applies to Analog output products of the Personnel Data System. Data stored digitally within system is retained only for the period required to satisfy recurring processing requirements and/or historical requirements. Files with a retention period of 364 days or less are automatically released at the end of their specified retention period. "Permanent history" files are retained for 10 years. Files 365 or more days old are defined as "historical files" and are not automatically released. Retention periods for categories of PDS files are as follows: If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next daily, then the retention will be not greater than 10 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next daily, which is also used for processing of weekly runs, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next weekly, then the retention will not be greater than 20 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next weekly, which is also used for processing of monthly runs, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is weekly, and the created magnetic tape file will be used for processing of next weekly, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is weekly, and the created magnetic tape file will be used for processing of next weekly, which is also used for processing of monthly runs, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of quarterly runs, then the retention will be not greater than 90 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of semi-annual run, the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is monthly, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which has program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, then the retention will be not greater than 90 days. If cycle in which program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of semi-annual run, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is semi-annual, and the created magnetic tape file will be used for processing of next semi-annual, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is semi-annual, and the created magnetic tape file will be used for processing of next semi-annual, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If created magnetic tape file will be used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is annual, and the created magnetic tape file will be used for processing of next annual, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is annual, and the created magnetic tape file will be used for processing of next annual, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If the program or series of programs creating output is a one time run, and the file will be used for processing as required, then the retention will be lowest possible retention commensurate to job completion. If the program or series of programs creating output is compile card image or SOLT tapes, and the created magnetic tape file will be used for processing as required run, then the retention will be not greater than 90 days maximum. If cycle in which a program or series of programs creating output is as required runs, and the created magnetic tape file will be used for processing as required, the retention will be lowest possible commensurate to job completion. If the program or series of programs creating output is test files, and the created magnetic tape file will be used for processing as required, then the retention will be not greater than 30 days. If the program or series of programs creating output is print/punch backup and the created magnetic tape file will be used for processing as required, ther the retention will be not greater than 10 days. In addition, for civilian personnel at base level (CCPO), master personnel files for prospective employees are tranferred to the action file upon appointment of the employee or in the event the employee is not appointed and will no longer be considered a candidate for appointment, are destroyed by degaussing-master personnel files for active employees are transferred to the separated employee history file where they are retained for three years subsequent to separation and then destroyed by degaussing. The notification of personnel action—Standard Form 50—is disposed of as directed by OPM—work files are records such as the employee career brief, position survey work sheet, retention register work sheet, alphabetic and Social Security Number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning—work sheets pertaining to qualification and retention registers are disposed of as directed by OPM—transitory files such as pending files, and recovery files are destroyed after use by degaussing—files and records retrieved through general retrieval systems are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. Those records at AF Manpower and Personnel Center for the end of each fiscal year quarter are retained for five years before destroying by deletion—the separated employee file retains employee information at time of separation for five years after which the employee's record is destroyed by degaussing.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force. Subordinate System Managers are: a. Director of Personnel Data Systems, Assistant Deputy Chief of Staff for Personnel for Military Personnel, Air Force Manpower and Personnel Center (AFMPC), Randolph Air Force Base, TX 78150. He/she is responsible for overall PDS design, maintenance and operation, and is designated the Automated Data Processing System Manager for all Air force personnel data system. b. The Director of Personnel Data Systems at each Major Command headquarters for systems operated at that level. c. The Chief, CBPO, at Air Force installations for systems operated at that level. d. The Civilian Personnel Officer at Air Force installations for civilian systems operated at that level. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system of records should address written inquiries to the system manager of the operating level with which they are concerned. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records. Persons submitting such a request, either personally or in writing, must provide SSN, name, and military status (active, ANG/USAFR, retired, etc.) ANG members not on extended active duty may submit such requests to the appropriate State Adjutant General or the Chief of the servicing ANG CBPO. USAFR personnel not on extended active duty may submit such requests to ARPC, Denver, CO 80280, or, if unit assigned, to the Chief of the serving CBPO or Consolidated Reserve Personnel Office.

Personal visits to obtain notification may be made to the Military Records Review Room, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; The Military Records Room, Air Reserve Personnel Center, Denver, CO 80280; The Office of the Director, National Personnel Records Center (NPRC), 111 Winnebago St., St. Louis, MO 63118; the Office of the Director of Personnel Data Systems at the appropriate major command headquarters; or the office of the Chief of his servicing CBPO. Identification will be based on presentation of DD Form 2AF, Military Identification Card. Air Force civilian employees must provide SSN, full name, previous names, if any, last due and location of Air Force civilian employment, if not currently employed by the Air Force—current employees should submit such requests to the CCPO—former employees of the Air Force should submit such requests to the CCPO for the last Air Force installation at which they were employed. Authorizations for a person other than the data subject to have access to an individual's records must be based on a notarized statement signed by the data subject.

Record access procedures:

Individuals seeking access to records about themselves contained in this system should address written inquiries to the system manager of the operating level with which they are concerned. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Contesting record procedures:

The Department of the Air Force rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Air Force Regulation 12-35, 32 CFR part 806b, or may be obtained from the system manager.

Record source categories:

Information obtained from educational institutions, medical institutions, automated system interfaces, police and investigating officers, the bureau of motor vehicles, a state or local government and source documents such as reports.

Exemptions claimed for the system:

None.

F030 AF MP B

System name:

030 AF MP B—Substance Abuse Reorientation and Treatment Case Files.

System location:

At servicing Air Force installations Social Actions offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Categories of individuals covered by the system:

Air Force active duty military personnel and dependents, Air Force civilian employees, and Air Force Reserve personnel, who are enrolled in the Air Force Substance Abuse Reorientation and Treatment (SART) Program.

Categories of records in the system:

As a minimum, the file contains forms, automated data base, counseling case notes, and commander's letters documenting entry and participation in the Air Force SART Program, to include: Date and means of identification and substance of abuse.

Authority for maintenance of the system:

42 U.S.C, Section 290dd-3, Confidentiality of Patient Records; 42 U.S.C., Section 290ee-3, Confidentiality of Patient Records; Air Force Regulation 30-2, Social Actions Program; Air Force Regulation 40-792, Drug and Alcohol Abuse Prevention and Control Program, and Executive Order 9397.

Purpose(s):

The file is used to process members in the SART Program; to develop a reorientation or treatment plan; to assist commanders in decisions for program disposition; to document progress of individuals in the SART; and to prepare recurring reports. Records in this system which reveal the identity, diagnosis, prognosis, or treatment of any individual for substance abuse may be disclosed according to 42 U.S.C. 290dd-3 for those records related to alcohol abuse and 42 U.S.C. 290ee-3 for those records related to drug abuse. Disclosure within the Air Force its limited to those individuals who need the records in connection with programs relating to abuse treatment, reorientation, research, health, program evaluation or assignment to duty. Persons authorized by 42 U.S.C. 290dd-3 and 42 U.S.C. 290ee-3 may review, handle, or have access to the file. These persons include social actions and medical personnel, to include certified volunteers directly engaged in the reorientation and treatment of a person; Veterans Administration (VA) treatment personnel, when members are transferred directly to a VA facility; personnel attending a SART intervention meeting; commanders or persons acting under their authority for purposes consistent with those for which the case files are maintained; persons authorized to conduct program evaluations, with or without the consent of the member concerned; persons authorized in the official performance of their duties. The blanket routine uses published by the Department of the Air Force for its system of records do not apply in these cases. Disclosure is also authorized to other components of the Armed Forces when they provide heatlh care to identified individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may not be disclosed for any of the blanket routine uses published by the Air Force except for Congressional inquiries when the Congressional office is acting with the consent of a constituent who is the subject of the files maintained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and computer disks.

Retrievability:

Filed by name, by SSN, by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored and secured in lockable receptacles and are controlled by personnel screening.

Retention and disposal:

Destroy forms, notes, and letters one year after completion of Track 4 of SART program or discharge from the service and six months after completion of Tracks 1, 2, and 3. All paper files will be destroyed by tearing into pieces, shredding, pulping, macerating, or burning, unless needed as background for case files supporting a separation action or other actions under directives, in which case, disposition will be the same as the file which they support. Data stored on automated computer screens at the servicing AF installation will be erased from memory two years after completion of SART Program.

System manager(s) and address:

Chief, Social Actions Branch, Human Resources Development Division, Directorate of Personnel Programs, HQ USAF; and Directors or Assistants for Social Actions at Major Command Headquarters; and Chiefs, Social Actions at Air Force installations.

Notification procedure:

Chief, Social Actions servicing AF installations. Requests to determine existence of a file should include full name, grade, and unit of assignment. Personal visit proof of identity requires full name and possession of Department of Defense (DD) Form 2 AF, Armed Forces Identification Card; DD Form 1173, Uniformed Services Identification and Privileges Card; or driver's license and personal recognition of substance abuse office personnel.

Record access procedures:

Chief, Social Actions servicing AF installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from medical institutions, personnel records, individual.

Exemptions claimed for the system:

None.

F030 AF MP C

System name:

030 AF MP C Casualty Files.

System location:

Air Force Manpower and Personnel Center (AFMPC), Randolph Air Force Base, TX 78150. Bases of assignment of casualty or which provide casualty assistance to next of kin. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At headquarters of major commands and at bases of assignment of casualty or which provide casualty assistance to next of kin.

Categories of individuals covered by the system:

Any United States Air Force (USAF) member who is or might become a casualty.

Categories of records in the system:

Record of Casualty. This pertains to all personnel on active duty, to Air Force Academy cadets, Air Force Reserve and Air National Guard personnel performing authorized inactive duty for training or traveling directly to or from such place of duty, and Air Force Reserve Officers Training Corps (AFROTC) applicants or members on annual training duty for 14 days or more or who are traveling to or from the designated place of such duty who become very seriously ill or injured (VSI), seriously ill or injured (SI), or suffer from an incapacitating illness or injury (III), or who become missing, missing in action, interned, captured or detained by a foreign power. These records pertain to certain civilian employees of the Air Force paid from appropriated funds who become missing, missing in action, interned, captured or detained by a foreign power while assigned overseas or who are on temporary duty from the Continental United States (CONUS) to overseas or who are traveling to or from the designated place of such duty under competent authority, certain unique situations on civilian employees and dependents of military personnel who become missing, missing in action, interned, captured or detained by a foreign power in mishaps while traveling aboard Military Airlift Command (MAC) or MAC-chartered flights or by other means of MAC oversea travel, and certain civilian employees in the CONUS when their missing status was the proximate result of their employment. Casualty Case File. These files pertain to all officers and airmen on active duty or extended active duty (including personnel in absent without leave, desertion, or dropped from the rolls status). The files also pertain to Air Force Academy cadets, all Air Force Reserve and Air National Guard officers and airmen performing authorized inactive duty for training or traveling directly to or from such place of duty, all AFROTC applicants or members on annual training duty for 14 days or more or traveling to or from the designated place of such duty, and certain civilian employees of the Air Force paid from appropriated funds who become casualties while assigned overseas or who are on temporary duty (TDY) from CONUS to overseas or who are traveling to or from the designated place of such duty under competent authority. They pertain to certain civilian employees and dependents of military personnel who become casualties in mishaps while traveling aboard MAC or MAC-chartered flights or by other means of MAC overseas travel and certain foreign nationals and certain employees in the CONUS when their missing status was the proximate result of their employment. A casualty is defined as any member of the armed forces or certain civilians who are lost to their organization by reason of having been declared missing, missing in action, interned in a foreign country; captured, beleagured. or besieged by a hostile force; detained in a foreign country against their will; wounded; injured; or deceased. The casualty case file is comprised of messages pertaining to the member; a copy of the Record of Emergency Data, Department of Defense Form 93 or Air Force Form 246; Air Force Manpower and Personnel Center Form 238, CONUS Death/Missing, Report of Casualty, Department of Defense Form 1300; copy of assignment of assistance responsibility letter; Servicemen's Group Life Insurance Election, Veterans Administration (VA) Form 29-8286; correspondence from the base/AFMPC to/from the next of kin (NOK); Acknowledgment and/or Transfer of Casualty Assistance Case, Air Force Form 92; Statement of Service, Department of Defense Form 13; copy of notification message; Western Union messages; AF Form 25, Facts and Circumstances Report; and other related correspondence and forms which pertain to the file. Record of Emergency Data being maintained on all Air Force personnel on extended active duty (EAD) and Air Force Academy cadets. Missing Persons Case Files. Reports submitted on United States Air Force (USAF) personnel who become missing as defined in 37 USC 551. Convenience rosters of those persons, copies of communications from and to next of kin, items received through news media, and some films.

Authority for maintenance of the system:

10 USC 2771, Armed Forces - Accountability and Responsibility; 37 USC 555 and 556, Pay and Allowances of the Uniformed Services, Payments to Missing Persons; implemented by Air Force Regulation 30-25, Casualty Services.

Purpose(s):

Support of the Casualty Services Program. The information is used to assist the Air Force in effecting expeditious reporting, dignified and humane notifications, and efficient and thorough assistance to the next of kin of all casualties as previously defined. Primary user is the Office of the Assistant for Casualty Matters, bases of assignment and/or reporting installation and bases providing casualty assistance. Records created in the mortuary process, including the shipment of remains, details associated with the appointment of a summary court officer (SCOURT) officer (SCO), and cases involving positive identification procedures. Records contain histories of all known data surrounding the missing statuses, recording dealings with next of kin, and reflecting efforts to obtain all possible information through normal and intelligence channels as well as the results of those efforts. Contain record of personnel actions taken which involve the missing persons as well as actions taken in accordance with public law. Rosters are maintained for convenience of completing many actions. Primary users are personnel in the Office of the Assistant for Casualty Matters At the Air Force Force Military Personnel Center. Decentralized segment is maintained for rapid response to queries by high-level personnel in the Washington, DC (DC) area. The Record of Emergency Data is used to show the names and addresses of service member's spouse, children, parents and other persons the member wants notified should he/she become a casualty. Serves as an official document required by law (10 USC 2771) for designating beneficiaries for death gratuity and unpaid pay and allowances. Also used to designate a person to receive an allotment of pay if the member becomes missing, captured or interned. Primary user is the Office of the Assistant for Casualty Matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders, cabinets, film canisters, and microfilm.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Casualty records at AFMPC are accessible only to authorized personnel assigned to the Office of the Assistant for Casualty Matters. Personnel are on duty 7 days per week, 24 hours a day. Access to the building after duty hours is controlled by Security Police personnel.

Retention and disposal:

Records may be temporary or permanent or supplemental in nature. They are retained in active file until the member's status is changed to deceased or returned to military control or no longer considered VSI, SI or III. One year after that time, selected temporary records are destroyed and all permanent records are retired to the National Personnel Records Center. Remaining temporary records are destroyed ten years after date of death or return to military control. Records of casualty and casualty case files are permanent records. They are retained in active file until application or receipt of all allowable benefits, then forwarded to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132. Case files pertaining to civilians; foreign nationals; very seriously ill or seriously ill persons; and dependents of military personnel are destroyed 90 days after administrative closing of the case. Records of emergency data are retained until the member is relieved from active duty, then retired to a history file. Destroyed by shredding, burning, or by tearing into pieces. Mortuary records are retired to the Washington National Records Center, 4205 Suitland Road, Suitland, MD 20409.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to: Air Force Manpower and Personnel Center/Office of the Assistant for Casualty Matters (AFMPC/MPCC), Randolph Air Force Base, TX 78150, or if records have been retired, the request will be forwarded to National Personnel Records Center (NPRC). Written requests should contain the full name and Social Security Account Number of the member as well as an identification as complete as possible of the desired material including, if known, its title, description, number, date and issuing authority. For personal visits, the individual must provide some acceptable identification; that is, drivers license, identification card, or give some verbal information that can be verified in the case folder.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information provided by next of kin, organization of assignment, information extracted from Master Personnel Records, documents generated within the Casualty Division, Air Force Manpower and Personnel Center, correspondence produced in providing casualty notification/ assistance/processing.

Exemptions claimed for the system:

None.

F030 AF MP D

System name:

030 AF MP D Contingency Operations System (COMPES).

System location:

(1) Headquarters Alaskan Air Command, Elmendorf AFB AK 99506; (2) Headquarters Air Force Communications Command, Scott

AFB IL 62225; (3) Headquarters Air Force Logistics Command, Wright-Patterson AFB OH 45433; (4) Headquarters Air Force System Command, Andrews AFB DC 20334; (5) Headquarters Air Training Command, Randolph AFB TX 78150; (6) Headquarters Electronic Security Command, Kelly AFB TX 78241; (7) Headquarters Military Air Lift Command, Scott AFB IL 62225; (8) Headquarters Pacific Air Forces, Hickam AFB HI 96853 (9) Headquarters Strategic Air Command, Offutt AFB; Ne 68113; (10) Headquarters Space Command, Peterson AFB CO 80914; (11) Headquarters Tactical Air Command, Langley Air Force Base, VA 23365; (12) Headquarters United States Air Forces Europe, Ramstein Air Base, APO New York 09012.

Categories of individuals covered by the system:

Records are maintained on officer and enlisted personnel that are projected or departed on Temporary Duty (TDY) in support of contingency deployment or manning assistance projects.

Categories of records in the system:

Data maintained by individual Plan Identification (PID) consisting of data elements required to properly select and deploy members: Includes Plan Identification (PID); Force Requirement Line number (FRN LN); Air Force Specialty Code (AFSC); Required In-Place Date; Number of Days; Attached CBPO; Duty Location Code (DLOC). Information is related to a specific PID that could be implemented in time of war, current on-going contingencies, or yearly exercises. When plans are implemented, the Personnel Data System (PDS) is updated and a TDY mini-record is generated and transmitted via AUTODIN. The system update is applied against the file a base level.

Authority for maintenance of the system:

10 USC 8032, General duties; implemeneted by Air Force Manuals 28-626, Functional User Support Manual for the Contingency Operation/Mobility Planning and Execution System (COMPES) MAJCOM Level Manpower/Personnel (MANPER) Module, Users Manual; 28-627, Contingency Operations/Mobility Planning and Execution System (COMPES) Operation Planning Module, Users Manual; 28-628, Contingency Operations/Mobility Planning and Execution System (COMPES Logistics Module -- Major Command (LOGMOD-M) Logistics Force Packaging (LOGFOR) Sub-System: A200/ZG, Users Manual; and 28-629, Contingency Operations/Mobility Planning and Eceution System (COMPES) Logistics Module -- Logistics Planning (LOGPLAN) Sub-System: A200/ZR, Users Manual.

Purpose(s):

COMPES records provide information regarding manpower requirements necessary to deploy personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Individual data records are not accessed nor displayed reflecting name or SSN by standard CPSC programs. Retrieval programs available to Major Air Command personnel managers may be used to access individual data.

Safeguards:

By persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by computer system software.

Retention and disposal:

Records pertaining to a wartime plan are maintained until an updated plan is received.

Records are maintained only for the duration of the TDY period then are programmatically deleted by computer.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force. Director of Personnel Data Systems, Assistant Deputy Chief of Staff for Personnel, Military Personnel, Randolph Air Force Base, TX, and Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

Notification procedure:

Contact Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

Record access procedures:

Contact Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from automated system interfaces.

Exemptions claimed for the system:

None.

F030 AF MP E

System name:

030 AF MP E Drug Abuse Waiver Requests.

System location:

Directorate of Student Resources, USAF Recruiting Service, Air Training Command, Randolph Air Force Base, Texas 78148 (ATC/RSS, Randolph AFB TX 78148); USAF Recruiting Service Detachment Headquarters; USAF Recruiting Service Offices; Deputy Chief of Staff, Education, Headquarters Air University, Maxwell AFB, Alabama 36112) (AU/ED, Maxwell AFB AL 36112); Directorate of Senior Programs, Headquarters Air Force Reserve Officer Training Corps (AFROTC), Maxwell AFB, Alabama 36112 (AFROTC/SD, Maxwell AFB, Alabama 36112); AFROTC Detachments; Directorate of Admissions and Registrar, United States Air Force Academy, USAF Academy, Colorado 80840 (USAFA/RR, USAF Academy, Colorado 80840);

Categories of individuals covered by the system:

Applicants for enlistment or commissioning who have a history of pre-service drug abuse and who have requested a waiver of their disqualification.

Categories of records in the system:

A copy of the USAF Drug Abuse Certificate and Drug Abuse Circumstances, Recommendation of Intermediate commands, and cover letter containing HQ USAF decision on waiver request are maintained.

Authority for maintenance of the system:

10 USC 504, Persons not qualified.

Purpose(s):

This record is not released outside the Air Force. Records are maintained for future reference in the case of further inquiries relative to approval or disapproval of the request for waiver of pre-service drug abuse.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and locked cabinets or rooms.

Retention and disposal:

After action on the request, the paper record is filed in secured file cabinets, retained for no more than six months, and destroyed by tearing into pieces.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Records maintained in the system are provided by either Air Training Command, Air University, or the USAF Academy.

Exemptions claimed for the system:

None.

F030 AF SG A

System name:

030 AF SG A Aerospace Physiology Personnel Career Information System.

System location:

Air Force Medical Service Center, HQ AFMSC/SGPA, Brooks Air Force Base, Texas 78235.

Categories of individuals covered by the system:

Air Force active duty military personnel serving in, and civilian and military applicants for, the USAF Aerospace Physiology Programs.

Categories of records in the system:

Files contain a picture, information, academic and professional accomplishments, personal letters from individuals inquiring about some aspect of a career as an AF Aerospace Physiologist/Physiological Training Officer.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and 8067(d), Designation: Officers to perform certain professional functions, as implemented by Air Force Regulation (AFR) 50-27, Air Force Aerospace Physiology Program.

Purpose(s):

Used by Chief, Aerospace Physiology and Chief, Biomedical Sciences Corps (BSC) to make policy decisions regarding level and type of officer expertise available and required to meet present and future commitments for USAF. Used for policy analysis in determining the type of professional background required to meet standards for each program falling within the Aerospace Physiology Programs. Used by Chief, Aerospace Physiology and Chief, Biomedical Sciences Corps (BSC) to analyze the experience and professional achievements of the individual/group to insure that qualified officers are available, processed and trained and properly located to meet the requirements for specific and highly technical Aerospace Physiology projects. Used for policy decisions regarding curricula for professional training requirements for advanced degrees, manning, standards for manpower evaluation, professional degree level for required functional areas, statistical analysis of data relating to component officers in the BSC. Personnel letters from/to individuals contain answer/questions to policies and their relation to individual's AF status, where applicable.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets; resumes are in alphabetical order in loose ring notebook.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Force Medical Service Center, Brooks Air Force Base, Texas 78235.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Provide full name, Social Security Number, military status. Requesters may visit Office of the Surgeon General, Aerospace Medicine Division. Proof of identity is by government ID card, drivers license, personal recognition by Chief, Aerospace Physiology due to small number of officers involved.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is provided by the individual and the Air Force Manpower and Personnel Center.

Exemptions claimed for the system:

None.

F030 AF SP A

System name:

030 AF SP A Documentation for Identification and Entry Authority.

System location:

Chief of Security Police at the installation where an individual is issued identification or entry authority credentials. Information copies of certain application forms for entry into certain restricted areas are also kept at an individual's duty assignment. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Categories of individuals covered by the system:

Persons who are issued identification credential for normal identity purposes or for entry into controlled or restricted areas.

Categories of records in the system:

Documentation used to request identification or entry credential, information reports on the loss, theft, or destruction of these credentials, certain types of entry authority lists, and various accountability records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by the security police for issuing ID cards and these restricted or controlled area badges which authorize entry into certain areas. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, card files and on computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms. Records are controlled by computer system software.

Retention and disposal:

Accountability records are destroyed two years after issue of the last card or the last entry on a log, etc. Statements, certificates, and related correspondence reporting the loss, theft, or destruction of identification or entry credentials are destroyed one year after reported loss. Destruction of these items is by tearing into pieces

System manager(s) and address:

Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

Notification procedure:

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter must be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F030 AFIS A

System name:

030 AFIS A For Cause Discharge Program.

System location:

Directorate of Security and Communications Management, Air Force Intelligence Service (AFIS), Pentagon, Washington DC 20330; HQ Electronic Systems Command, San Antonio, TX 78423; Office of Administrative Assistant to the Secretary of the Air Force, Pentagon, Washington DC 20330.

Categories of individuals covered by the system:

All personnel who are briefed into sensitive compartmented information (SCI) who are being considered for separation from service or employment for either punitive or administrative (nonvoluntary) reasons.

Categories of records in the system:

Initial submission and recommendations of the Air Force Major Command (MAJCOM) or Separate Operating Agency (SOA) concerned and all supporting documents for the proposed action; AFIS Directorate of Security and Communication Management recommendations for disposition to to the Assistant Chief of Staff for Intelligence Hq, US Air Force; if applicable, decisions and correspondence from Administrative Assistant to the Secretary of the Air Force

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; DOD 5200.2-R; as implemented by Air Force Regulation 205-32, USAF Personnel Security Program, USAFINTEL 201-1 (Chapter 13), Air Force Regulation 39-10, Administrative Separation of Airmen, Air Force Regulation 36-12, Administrative Separation of Commissioned Officers and Warrant Officers of the Air Force.

Purpose(s):

Used by designated Air Force intelligence officials to recommend/determine propriety of proposed action in light of individual's SCI access. Substantive information is provided to responsible individual in the Secretary of the Air Force to evaluate the effectiveness of the program, to determine consistency of decisions and decision trends, and to provide program guidance to the System Manager.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and year of the For Cause Action.

Safeguards:

Records are accessed the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers within a vault.

Retention and disposal:

Records maintained in active status until final disposition of each separate file. After final disposition of the case the record is placed in inactive status and maintained permanently.

System manager(s) and address:

Director of Security and Communications Management, Air Force Intelligence Service (AFIS/INS), Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Unclassified portions of the file are available upon request. Request must include full name, grade (where applicable), Social Security Number, date and place of birth, organization/activity to which assigned/employed at time of proposed For Cause Separation. Visits may be made to office of System Manager. Individuals not authorized access to Pentagon working areas should contact System Manager by mail beforehand. Include all of the above information in letter.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual's personnel records and MAJCOM/SOA Commander's proposal and recommendations with all supporting documents.

Exemptions claimed for the system:

None.

F030 AFIS B

System name:

010 AFIS B Air Force Attache Personnel System.

System location:

Air Force Intelligence Service, Ft Belvoir, VA 22060.

Categories of individuals covered by the system:

Files are maintained on Air Force Attache personnel applicants, current and former Air Force Attache personnel.

Categories of records in the system:

Career Briefs, Officer Effectiveness Reports, Airman Performance Reports, Statements of Personal History, autobiographies, family photos, Defense Language Aptitude and Proficiency Test scores, finger print card, Medical Fitness Statements, Statements of Interview by Commanders, Requests for National Agency Checks, College transcripts, Graduate Record Examination scores, assignment preference statements, special duty applications, and record review listings.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 39-10, Airman Assignments, and Air Force Regulation 36-20, Officer Assignments.

Purpose(s):

Used by the Active Duty Military Staff Directorate involved with the selection and service of Air Force Attache personnel. The purpose of collecting the information is to evaluate the suitability of an individual for duty in the Attache system. The purpose of maintaining records on current Attaches is to provide service to them in their assignments. The purpose of maintaining material on prior Attache personnel is to assist them in their applications for subsequent Attache and for analysis and historical purposes. The records are retained within the Air Force Attache System and are not disclosed to personnel outside the system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, or locked cabinets or rooms.

Retention and disposal:

Retained in office files until no longer needed for reference, then offered to National Archives and Records Administration for permanent retention, inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director Air Force Attache Affairs (AFIS/INH), Air Force Intelligence Service, Ft Belvoir, VA 22060.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX.

Exemptions claimed for the system:

None.

F030 AFIS C

System name:

030 AFIS C Intelligence Applicant Files.

System location:

Headquarters, Air Force Special Activities Center, Fort Belvoir, VA 22060-5798 and subordinate units.

Categories of individuals covered by the system:

Active duty and retired military personnel, and civilian personnel and former employees who have applied for admission to or expressed interest in AFSAC programs.

Categories of records in the system:

Biographical data and records incidental to admission to AFSAC programs such as security clearance records, educational background, data on law violations or substance abuse, photographs, performance ratings.

Authority for maintenance of the system:

National Security Act of 1947, as amended (61 Stat. 495); and 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to evaluate personnel for entry into or retention in AFSAC intelligence programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in file folders, on computer and computer output products, and in microform.

Retrievability:

By name or Social Security Number.

Safeguards:

Records are accessed by the custodian of the system and by persons servicing the records who are properly cleared for need-to-know. Records are stored in locked containers in government controlled facilities.

Retention and disposal:

Records are retained until the individual is no longer affiliated with the AFSAC program and then destroyed.

System manager(s) and address:

HQ AFSAC/DA, Fort Belvoir, VA 22060-5798.

Notification procedure:

Requests from individuals should be sent to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

Record source categories:

Information obtained from the individual and from source documents. Other sources may include former employers, personnel records, educational institutions, and federal, state and local government agencies.

Exemptions claimed for the system:

None.

F030 AFSC A

System name:

AFSC Discrimination Complaint File.

System location:

Headquarters, Air Force Systems Command (AFSC), divisions, center, laboratories, units, and bases.

Categories of individuals covered by the system:

All personnel who have filed a complaint of discrimination.

Categories of records in the system:

Includes the complaint forms, statements, reports, and related records.

Authority for maintenance of the system:

42 U.S.C. 2000e-16; 10 U.S.C. 8012, Secretary of the Air Force: Powers and duties, delegation by; and Executive Order 9397.

Purpose(s):

Used to record information on discrimination complaints.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in files or on computers and computer output products.

Retrievability:

Records are retrieved by name or SSN.

Safeguards:

Records are accessed by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets, locked rooms, or buildings with controlled entry. Computer records are controlled by computer system software.

Retention and disposal:

Records are destroyed 2 years after date of final decision or 2 years after date of any action on the case after final decision, whichever is later.

System manager(s) and address:

Chief of Social Actions or Personnel Officers of the base or unit where complaint was filed.

Notification procedure:

Requests from individuals should be addressed to the system manager.

Record access procedures:

Individuals may gain access from the system manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from the individual, witnesses and investigating officials.

Exemptions claimed for the system:

None.

F030 AFSC A

System name:

030 AFSC A Field Management Center (FMC) Personnel Data.

System location:

Det 1, Site Activation Task Force (SATAF)(BMO), F. E. Warren AFB, WY 82005; terminals are located at Headquarters, Ballistic Missile Office (BMO), Norton AFB, CA 92409.

Categories of individuals covered by the system:

Military and civilian personnel assigned to or visiting SATAF or weapons system deployment area facilities; HQ BMO personnel using satellite facilities; contractor personnel.

Categories of records in the system:

Personnel identification, location and status (including name, grade, organization, Air Force Specialty Code, address and phone number, security clearance, assignment, injury or illness); vehicle registration data; training records; recall lists; visitor clearance records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Management of personnel including training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in computer and computer output products.

Retrievability:

By name or Social Security Number.

Safeguards:

Records are protected by system software.

Retention and disposal:

Records are destroyed when individual leaves assigned unit which accumulated the record.

System manager(s) and address:

FMC System Manager, Det 1 BMO SATAF, F. E. Warren AFB, and BMO SDMW, Norton AFB, CA 92409.

Notification procedure:

Requests from individuals should be sent to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

Record source categories:

Information is obtained from the individual and from existing records.

Exemptions claimed for the system:

None.

F030 ARPC A

System name:

030 ARPC A Applications for Identification (ID) Cards.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Applications for ID cards and discharge orders.

Authority for maintenance of the system:

18 USC 499, Military, naval, or official pass; 506, Seals of departments or agencies; and 701, Official badges, identification cards, other insignia as implemented by Air Force Regulation (AFR) 30-20, Issue and Control of Identification (ID) Cards.

Purpose(s):

Used as a suspense file pending receipt of ID card or correspondence from reservist advising of prior disposition of identification card.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Destroy when notified that credential has been returned to issuing activity by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is extracted from master personnel record when individual is discharged from the Air Force Reserve.

Exemptions claimed for the system:

None.

F030 ARPC B

System name:

030 ARPC B Point Credit Accounting Record System (PCARS).

System location:

At Air Reserve Personnel Center, Denver, CO 80280. At Air National Guard and Air Force Reserve activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At Air Force Manpower and Personnel Center, Randolph Air Force Base, Texas 78150.

Categories of individuals covered by the system:

Air Force Reserve and National Guard Personnel.

Categories of records in the system:

Correspondence, orders, forms, and reports which include identifying personnel data including name, SSN, address, grade, and retirement/retention date; record of retirement points and service earned prior to and record of points earned, by type duty, for the current retirement year. Reports include automated listings, processed transactions, rejected transactions, accession transactions, point summary lists, statistical reports, individual point summary reports, and input lists for participation verification.

Authority for maintenance of the system:

10 USC 1331, Age and service requirements; 1332, Computation of years of service in determining entitlement to retired pay; 1333, Computation of years of service in computing retired pay; 1334,

Time not creditable toward years of service; 1335, Inactive status list; 1336, Service credited for retired pay benefits not excluded for other benefits; and 1337, Limitation on active duty as implemented by Air Force Manual (AFM) 30-130, Vol I, Base Level Military Personnel System; Air Force Regulation (AFR) 35-41, Vol II, Reserve Training; AFR 35-7, Service Retirements; and AFR 35-3, Service Dates and Dates of Rank.

Purpose(s):

Used to maintain accurate listings of transactions processed to active reserve force member's point credit account, to reconcile strength of the Air National Guard and Air Force Reserve members between the various mechanized accounting systems, to identify new members of the Air Force Reserve and Air National Guard, to certify accuracy and completeness of transactions manually submitted to the point record as required by Air Force audit requirements, to advise member and reserve managers of the member's participation in reserve affairs, for promotion evaluation considerations, and for determination of retirement eligibility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, on computer tape, and paper printouts.

Retrievability:

Filed by name and by SSN.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Documents not required for inclusion in military personnel record system are retained in office files until superseded, obsolete, no longer needed for reference, or after 16 months, whichever is sooner, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, SSN, current address and the case control number shown on correspondence received from center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current reserve ID card and/or drivers license and give some verbal information that could verify his/her reserve assignment.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from master personnel record and authorized point credit documents obtained from automated system interfaces.

Exemptions claimed for the system:

None.

F030 ATC A

System name:

030 ATC A Drug Abuse Control Case Files.

System location:

Special Counseling Section, 3507 Airman Classification Squadron, Lackland Air Force Base, TX 78236.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel and reserve personnel referred to drug abuse office.

Categories of records in the system:

Various letters describing drug abuse information such as notification of disposition, recommendation for disposition, drug abuse determination of urinalysis cases.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; Air Force Regulation 39-12, Separation for Unsuitability, Misconduct, Resignation or Request for Discharge for the Good of the Service; and Procedures for Rehabilitation Program; and Air Force Regulation 30-2, Social Actions Program.

Purpose(s):

Discharge authority, Special Counseling Section, and squadron commanders determine extent of prior service drug abuse and make determinations of discharge or retention in the Air Force.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, 3507 Airman Classification Squadron, Lackland Air Force Base, TX 78236.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from squadron commanders, base surgeons, classification interviewers, medical institutions and from source documents such as reports.

Exemptions claimed for the system:

None.

F030 ATC C

System name:

030 ATC C Processing and Classification of Enlistees (PACE).

System location:

At Air Training Command, Randolph AFB, TX 78150 and input/output remotes at 3507 Airman Classification Squadron (ATC) Lackland AFB, TX 78236 and USAF Recruiting Service (ATC) Randolph AFB, TX 78150.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel. Attached records for Air National Guard and Air Force reserve personnel attending basic military training and training school. Active duty enlisted personnel attending Officer training school in TDY status.

Categories of records in the system:

Airmen trainee records containing name, Social Security Number (SSN), and other personnel data for assignment from basic military training, security investigation, job preferences, dependent data, education, test scores, grade and promotions, biographical history, physical data, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation information, classification data, service dates, and basic training flight, squadron, entry and graduation dates.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 39-1, Airman Classification Regulation.

Purpose(s):

To create an initial record for the base level personnel data system (BLMPS); to provide AFMPC with initial accession information on non-prior service enlistees provide for improved classification and assignment procedures using computer processes; provide necessary information to joint military pay system (JUMPS) and Lackland Entering Pay System (LEAPS) for establishment of military pay records; interface the data ring process to the maximum extent with other functional areas; and to standardize and simplify personnel processing for the 3700 personnel processing group (ATC), Lackland AFB, TX 78236, so that they may more effectively control record preparation, processing, and classification actions necessary to transition civilian enlistees to military status. Aptitude tests are administered; biographical history and job and assignment preferences are collected; and personal data is collected from enlistment records to establish a mechanized record necessary to support classification and assignment of trainees. Accession and update data is furnished through automatic interface to the advanced personnel data system (PDS) at AFMPC and Air Training Command, Randolph AFB, TX; to JUMPS at AFAFC, Denver, CO. and to LEAPS at accounting and finance, Lackland AFB, TX. History records are furnished monthly to the human resources laboratory (HRLPRD), personnel research division, Brooks AFB, TX, for statistical analysis and to USAF Recruiting Service/RSS, Randolph AFB, TX, for use in the enlistee quality control monitoring system. Data is used to prepare forms, processing schedules, reassignment and promotion orders, classification actions, transaction and error rosters, autodin lists, and management products necessary to administer trainees while at Lackland AFB, TX. Standard BLMPS products such as JUMPS transaction registers, strength balance reports, and suspense lists are prepared. Changes in basic data, promotions, reassignments, separations, and duty status changes are reported to PDS, JUMPS, and LEAPS as the action occurs. History records used at HRLPRD and the enlistee quality control monitoring system are augmented by additional data from PDS and technical training centers and are used to evaluate the quality of Airmen enlisted in the USAF and the effects of changes in procurement and classification policies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files and on computer magnetic media.

Retrievability:

Filed by name or SSN.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

Retention and disposal:

Records for basic trainees are retained in active file until departure from basic military training is confirmed then transferred to history file on magnetic tape for one year. Records for Officer trainees are maintained in the active file until end of fiscal year in which they enter training and then transferred to history file on magnetic tape for one year.

System manager(s) and address:

HQ ATC Assistant for Plans Analysis and Data Systems, Data Systems Support Division, Randolph AFB, TX 78150 and 3507 Airman Classification Squadron (ATC), Lackland AFB, TX 78236.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager, and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from automated system interfaces, from source documents such as reports, and from forms prepared during enlistment processing and completed during interviews and testing at 3507 Airman Classification Squadron, Lackland AFB, TX 78236.

Exemptions claimed for the system:

None.

F030 MPC A

System name:

030 MPC A Deceased Service Member's Dependent File.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Air Force widow/widowers or other next of kin.

Categories of records in the system:

Name, address, Social Security Number (SSN) of widow/widower: Name, grade, SSN, date of death/date of retirement of sponsor.

Authority for maintenance of the system:

10 USC 8032, General duties; and Air Force Regulation 30-25.

Purpose(s):

Used only to identify Air Force widow/widowers for purpose of mailing copies of the bimonthly United States Air Force News for Retired Personnel, The Afterburner. Verification for issuance of ID cards or obtaining benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Tape and card.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Maintained permanently.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Widow/Widowers request, ID card application, casualty notices.

Exemptions claimed for the system:

None.

F030 MPC B

System name:

030 MPC B Indebtedness, Nonsupport, Paternity.

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78150-6001.

Categories of individuals covered by the system:

Active duty military personnel who are the subject of complaints of indebtedness, nonsupport or inadequate support, or paternity allegations.

Categories of records in the system:

Correspondence relating to a complaint of indebtedness, nonsupport or inadequate support of dependents, or allegations of paternity with a report of the immediate commander's final action regarding same.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; Air Force Regulation 35-18, Financial Responsibility.

Purpose(s):

Source of background information used for historical and statistical purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability

Filed by name.

Safeguards:

Immediate access limited to Chief, Personnel Assistance Section (HQ AFMPC/DPMASC2) in performance of official duties. Safeguarded by personal screening who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager stating name, SSN and date of birth.

Record access procedures:

Assistance can be obtained by writing HQ AFMPC/DPMASC2, Randolph AFB, TX 78150-6001.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals, private concerns, and government agencies with interests pursuant to subject records.

Exemptions claimed for the system:

None.

F030 REDCOM A

System name:

030 REDCOM A USREDCOM Military Personnel Data File.

System location:

US Readiness Command, MacDill AFB, FL 33608-6001.

Categories of individuals covered by the system:

All Army, Navy, Marine Corps, and Air Force personnel assigned for duty with USREDCOM.

Categories of records in the system:

File cotains individual's name, SSN, rank, pay grade, date of rank, branch of service, basic pay entry date, date of birth, organization and division, alert status-joint task force, immunization dates, weapons qualification, primary and secondary military specialty, duty MOS/AFSC, marital status, officer evaluation report/enlisted efficiency report date, reserve regular status, duty telephone number, home address and telephone number, date arrived at USREDCOM, projected loss date, expiration term of service, foreign service availability code, human personal reliability screening date, language proficiency, enlisted evaluation report weighted average, name of OER/EER rater, duty title, permanent grade, date of rank, rated category, highest professional military and civilian education, source of commission, mandatory retirement date (officers).

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To maintain a consolidated joint personnel file on personnel assigned to the USREDCOM. Although each service has its own personnel system, USREDCO requires basic data for Command Maning Rosters, Joint Task Force Deployment Rosters, and similar management purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Department of the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

On-line disk storage backed up by magnetic tape.

Retrievability:

Data is retrieved by SSN.

Safeguards:

All personnel who maintain the system are cleared for Top Secret. Access to the data is controlled by system software. Outputs are labeled.

Retention and disposal:

Records are deleted when individuals depart USREDCOM.

System manager(s) and address:

Commander, US Readiness Command, MacDill AFB, FL 33608-6001.

Notification procedure:

Individuals wishing to know if the system contains information on them may write the system manager, ATTN: Directorate of Personnel, JI (ATTN: RCJi-MP). Individuals must furnish full name, SSN, current address and telephone number, and signature.

Record access procedures:

Individuals may obtain assistance by writing the address and providing the information listed under Notification procedure.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from military personnel records.

Exemptions claimed for the system:

None.

F030 SAC A

System name:

030 SAC A Automated Command and Control Executive Support System.

System location:

Headquarters Strategic Air Command (SAC), Executive Systems Program Management Office (ADUC), Offutt Air Force Base, NE 68113-5001.

Categories of individuals covered by the system:

Active duty military personnel of all services, civilian employees, and contractor personnel assigned to SAC and the Strategic Information Systems Division (SISD) after September 1, 1984.

Categories of records in the system:

Data extracted from the Personnel Data System (F030 AF MP A) plus 100 characters of locally generated information. Record includes name, grade, SSN, unit of assignment, security clearance, supervisor's name, duty title, office telephone, home address and telephone number, dependents, education and training, specialty or job qualification, performance/effectiveness reports, awards/decorations, promotions, duty assignment history and similar information.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by HQ SAC for locating and administering assigned personnel. Used by managers outside of the Deputy Chief of Staff for Personnel to view individual records and create summary reports for personnel within SAC and SSID.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on computer and computer output products, and on microfiche.

Retrievability:

By Social Security Number or name.

Safeguards:

Records are accessed by the custodian of the system and by persons servicing the records who are properly cleared for need-to-know. Records are protected by computer software and the system is operated in a secure area.

Retention and disposal:

Computer record is retained until individual is no longer assigned to or attached to SAC. Records will be destroyed not later than 2 years after last entry.

System manager(s) and address:

Chief, Executive Systems Division (HQ SAC/SIOU), Offutt AFB, NE 68113-5001.

Notification procedure:

Requests from individuals should be sent to the System Manager. Full name, military or civilian status, grade and SSN are needed to determine if the system contains a record. Visitors must provide identification such as a military ID card, driving license, or some information contained in the record.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

Record source categories:

Information obtained from the Air Force Personnel Data System, personnel records or the individual.

Exemptions claimed for the system:

None.

F030 SG A

System name:

030 SG A Bioenvironmental Engineer Personnel Career Information System.

System location:

Air Force Medical Service Center, Brooks AFB, TX 78235.

Categories of individuals covered by the system:

All Air Force Active Duty Officers with Air Force Specialty Code (AFSC) 9116, 9125, or 9121.

Categories of records in the system:

File includes information on where the individual is assigned, academic background, assignment preferences, past assignments, correspondence between the individual and the Associate Chief of the Biomedical Sciences Corps (BSC) for Bioenvironmental Engineering, and professional accomplishments of the individual.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and 8067(i), Designation: Officers to perform certain professional functions.

Purpose(s):

To assist the Associate Chief of the BSC for Bioenvironmental Engineering in establishing policy or educational requirements in this career field; to foster career retention through more personal contact with officers in this specialty; to assist the Air Force Manpower and Personnel Center in assigning bioenvironmental engineers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by authorized personnel who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

Retention and disposal:

Retained in office files for six months after the individual terminates active military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Force Medical Service Center, Brooks AFB, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents.

Exemptions claimed for the system:

None.

F030 SG B

System name:

030 SG B Aerospace Medicine Personnel Career Information System.

System location:

The Aerospace Medical Consultants Division, HQ AFMSC/SGPA, Brooks AFB, TX 78235.

Categories of individuals covered by the system:

All AF Medical Officers (MC), active duty, separated or retired, who possess or are in training leading to award of Air Force Specialty Code (AFSC) 9356, Aerospace Medicine Physician.

Categories of records in the system:

Date of Board certification, dates of aeronautical ratings, professional society membership record of training, military assignments, marital status, list of papers authored, assignment preferences, desired career progression, photograph, letter of notification of certification by the American Board of Preventive Medicine, as well as personal letters from officers regarding promotion/assignments/career progression and copies of replies to these letters.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties: delegation by; and 8067(f) Designation: Officers to perform certain professional functions.

Purpose(s):

Assist the Chief, Aerospace Medical Consultants Division in establishing policy on educational requirements in 9356 career field; to foster career retention through more personal contact with officers in this specialty; to assist the AF Military Personnel System in assigning Aerospace Medicine Physicians.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system, and by authorized personnel who are properly screened and cleared for need-to-know. Records are controlled by visitor registers.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Flight Medicine, HQ AFMSC/SGPA, Brooks AFB, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Required information is full name/rank; visits may be made to Chief, Flight Medicine, Office of the Surgeon General, Aerospace Medical Consultants Division; proof of identity is by military ID card for active/retired and personal recognition due to small number of officers involved.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals provide most of the information for the system. The remainder is obtained from financial, educational or medical institutions, and from source documents.

Exemptions claimed for the system:

None.

F034 ATC A

System name:

034 ATC A Kindergarten Student File.

System location:

3380th Air Base Group/SSFK, Keesler Air Force Base, MS 39534.

Categories of individuals covered by the system:

Children enrolled in kindergarten and their parents.

Categories of records in the system:

Registration forms, enrollment contract, parent authorizations for testing/field trips/forwarding of school records, child/family background questionnaire, test results, and student progress reports.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by kindergarten personnel to understand and determine special needs of children, to locate parents in case of emergency, to make progress reports to parents, to establish contractual obligations between kindergarten and parents, and to set up car pool listings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

Filed by student name.

Safeguards:

Records are accessed by the kindergarten principal and kindergarten counselor; maintained in locked desks or rooms.

Retention and disposal:

Retained in office files for one year after child leaves program or until parent requests transfer of records to another school, whichever comes first. In the event the records are not transferred to another school, they are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Kindergarten Principal, 3380 ABGp/SSFK, Keesler Air Force Base, MS 39534.

Notification procedure:

Requests from individuals should be addressed to the System Manager. The full name of the student will be required to determine if the system contains a record about him or her. The requester may visit the kindergarten to obtain information on whether the system contains records pertaining to an individual. As proof of identity the requester must present either a current military identification card or driver's license.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from parents; test results; student evaluations by kindergarten personnel.

Exemptions claimed for the system:

None.

F035 AF A

System name:

Officer Quality Force Management Records.

System location:

(1) Headquarters Strategic Air Command (SAC), Quality Force Management Division, Directorate of Personnel Programs (DPAA), Offutt AFB, NE 68113. (2) Headquarters Air Force Communications Command (AFCC), Force Management Division (DPAFA), Directorate of Personnel Programs, Scott AFB, IL 62225-6001.

Categories of individuals covered by the system:

Air Force active duty officers assigned or attached to (1) SAC or (2) AFCC whose performance, conduct, or alleged misconduct, may, or has resulted in initiation of administrative action(s).

Categories of records in the system:

Information relating to substandard performance, unacceptable conduct or unfitness, and status and dates of pending or completed administrative actions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and 8074, Commands: territorial organization.

Purpose(s):

To provide information to (1) Commander in Chief SAC or (2) Deputy Chief of Staff for Personnel (AFCC) and staff members as appropriate who make decisions on officers' qualifications for continuation on active duty, or further consideration for promotion. Used to evaluate and monitor status of actions on subjects.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in computer and computer output products.

Retrievability:

Retrieved by name or Social Security Number (SSN).

Safeguards:

Records are accessed by the custodian of the record system and by persons responsible for servicing the records in performance of their official duties who are properly screened and cleared for need-to-know. Records and computer software are stored in locked cabinets in locked rooms in buildings protected by guards.

Retention and disposal:

Retained until superseded, obsolete, or no longer needed for reference, whichever is sooner. Files will be destroyed not later than 2 years from last entry.

System manager(s) and address:

(1) Chief, Quality Force Management Division, Directorate of Personnel Programs (HQ SAC/DPAA), Offutt AFB, NE 68113. (2) Chief, Force Management Division, Directorate of Personnel Programs (HQ AFCC/DPAF), Scott AFB, IL 62225-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Full name, military status, grade and SSN are required to determine if the system contains records on an individual. Visitors must provide proof of identity such as a military ID card, valid drivers license, or some item of information which can be verified from the records. The authority for soliciting the SSN is the same as the authority listed for operating the system. Disclosure of the SSN, which will only be used to retrieve records from the system, is voluntary. Failure to disclose the SSN will make it difficult to insure accurate retrievals of information.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents, the individual concerned, member's commander, /Quality Force Management Division (SAC)/Force Management Division (AFCC), Consolidated Base Personnel Offices, and the office of the Judge Advocate General.

Exemptions claimed for the system:

None.

F035 AF DP A

System name:

035 AF DP A—Family Support Center Case Files.

System location:

At servicing Family Support Centers on Air Force installations. Official mailing addresses are in the Air Force directory in AFP 12-36, attachment 3.

Categories of individuals covered by the system:

Active duty military personnel and their dependents, Air Force Reserve personnel, and Air National Guard personnel. Retired Air Force personnel and Air Force civilian employees and their dependents may also be included when records are created which are identical to those on military members.

Categories of records in the system:

File copies of information, which include but are not limited to demographics, client concerns, referrals, client assessments, home and duty phone numbers, addresses, volunteer records, and staff member comments.

Authority for maintenance of the system:

10 USC 8013, Secretary of the Air Force; powers and duties; delegation by; as implemented by Air Force Regulation 30-7, Family Action/Information Board and Family Support Center.

Purpose(s):

To provide information to Family Support Center staff for actions related to assessment counseling, program development, training, and referral actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on computer and manual, maintained in paper files.

Retrievability:

Filed by name.

Safeguards:

Record are accessed by the custodian of the record system and person(s) responsible for servicing the record system in the performance of their duties. Records are stored on computer disk, in locked cabinets or rooms. Computers are only accessible by proper log-on/password capability.

Retention and disposal:

Retained in office files for one year or when no longer needed, whichever is later, then destroyed by erasing, degaussing, overwriting, shredding, macerating, burning pulping or buried in a landfill.

System manager(s) and address:

Chief Air Force Family Matters Branch, Human Resources Development Division, Directorate of Personnel Plans, HQ USAF; Directorate of Personnel Programs at Major Command Headquarters; and Director, Family Support Center at Air Force installations.

Notification procedure:

Address written requests from individual to the Director or Deputy Director of the Family Support Center where the individual's records are maintained. Include the full name and signature of the requester and sufficient information to ensure positive identification of requester.

Record access procedures:

Contact Director, Family Support Center at servicing AF installation.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from individual, medical institutions, and personnel records.

Exemptions claimed for the system:

None.

FO35 AF MP A

System name:

035 AF MP A—Effectiveness/Performance Reporting System.

System location:

Headquarters, United States Air Force, Washington, DC 20330; Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; headquarters of the major commands and separate operating agencies; consolidated base personnel offices; each State Adjutant General Office; Reserve and Air National Guard units, and the Human Resources Laboratory, Brooks Air Force Base, TX. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63118.

Categories of individuals covered by the system:

Military Personnel Only. Officer: Applies to active duty/Air National Guard/Air Force Reserve Personnel serving in grades Warrant Officer (W-1) through General (O-10). Airmen: Applies to active duty personnel in grades Airman Basic (E-1) through Chief Master Sergeant (E-9), and to Air Force Reserve personnel in grades Staff Sergeant (E-5) through Chief Master Sergeant (E-9).

Categories of records in the system:

Officer Effectiveness Report; Education/Training Report; Lieutenant Colonel Promotion Recommendation Report; Colonel Promotion Recommendation Report; Air Force Brigadier General (Selectee) Effectiveness Report; Air Force General Officer Effectiveness Report; Airman Performance Report; Technical Sergeant (TSGT), Staff Sergeant (SSGT), and Sergeant (SGT) Performance Report; Chief Master Sergeant (CMSGT), Senior Master Sergeant (SMSGT), and Master Sergeant (MSGT) Performance Report; Description of Data Contained Therein: Name; Social Security Number (SSN); Active and Permanent Grades; Speciality Data; Organization Location and Personnel Accounting Symbol (PAS); Period of Report; Number of Days of Supervision; Performance Evaluation Scales; Assessment of Potential; Comments Regarding Ratings.

Authority for maintenance of the system:

10 USC 8013, Secretary of the Air Force: Powers and duties; delegation by; Air Force Regulation 36-9, General Officer Evaluations; Air Force Regulation 39-10, Officer Evaluations; Air Force Regulation 39-62, Volume I, Noncommissioned Officer and Airman Performance Reports; and Executive Order 9397.

Purpose(s):

Uses Include: Documentation of effectiveness/duty performance history; promotion selection; school selection; assignment selection; reduction-in-force; control roster; reenlistment; separation; research and statistical analyses; other appropriate personnel actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name and SSN.

Safeguards:

Records are accessed by custodian of the record system and by person(s) who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Copies of performance reports are retained until separation or retirement. At separation or retirement, data subject is presented with field and command record copies of his or her reports. The Headquarters Air Force (HAF) copy is a permanent record that is forwarded to the National Personnel Records Center, St. Louis, MO. In the event the member has a Reserve commitment, the HAF copy is sent to the Air Reserve Personnel Center (ARPC), York Street, Denver, CO. However, the following exceptions apply: Officers Field Record: Remove and give to individual when promoted to Colonel, when separated or retired. Destroy when voided by action of the Air Force (AF) Board for Correction of Military Records, forward all copies of report to Headquarters United States Air Force (HQ USAF) when directed. Command Record: The command custodian will destroy the reports when voided by action of Officer Personnel Records Review Board. When voided by action of the AF Board for Correction of Military Records, forward all copies of report to HQ USAF when directed. HAF Record: Remove reports voided by action of the Officer Personnel Records Review Board from the selection folder and file in the board recorder's office until destroyed by tearing into pieces, shredding, pulping, macerating or burning. Remove reports voided by action of the AF Board for Correction of Military Records from selection folder and submit to Board's Secretariat with duplicate and triplicate copies, for custody and disposition. Lt Colonel and Colonel Promotion Recommendation Reports are temporary documents maintained only at HQ Air Force level and are destroyed after their purpose has been served. General Officer and Brigadier General (Selectee) Effectiveness Reports are destroyed within 30 days of retirement or separation. Active duty airmen: Grades E-3 through E-6: On separation or retirement, Airman Performance Reports (APRs) are forwarded to the National Personnel Records Center, St. Louis, MO, unless data subject holds a reserve obligation, in which case they are forwarded to ARPC. Grades E-7 through E-9: On separation or retirement, original copies, those retained in Senior NCO selection folders and those in field record closing before January 1, 1967, are forwarded to the National Personnel Records Center or to ARPC if data subject holds a reserve obligation. Duplicate copies closing Janaury 1, 1967, or later (field record) are returned to the member at separation or retirement. Non-EAD USAFR airmen: Air Force Reserve Forces Non-Commissioned Officers Performance Report; upon separation, retirement or assignment to a non-participating reserve status, they are forwarded to ARPC for file in the master personnel record and disposed of as a part of that record.

System manager(s) and address:

Deputy Chief of Staff Personnel, Headquarters United States Air Force, Washington, DC 20330, the Assistant for General Officer Matters, Deputy Chief of Staff, Personnel, Headquarters United States Air Force, Washington, DC 20330, and Chief of Air Force Reserve, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in AFR 12-35 (32 CFR Part 806b).

Record source categories:

The basis of the ratings is observed on-the-job or education/training performance progression of the individual. Further, evaluation reports may have as an additional source of information, Letters of Evaluation or Supplemental Evaluation Sheet.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(7), as applicable. For additional information, contact the System Manager.

F035 AF MP B

System name:

035 AF MP B Geographically Separated Unit Copy Officer Effectiveness/Airman Performance Report.

System location:

Headquarters of major subordinate commands and numbered Air Forces.

Categories of individuals covered by the system:

Officers (Lt Colonel and below) and Airmen.

Categories of records in the system:

Officer Effectiveness Report; Education/Training Report; Airman Performance Report; Technical Sergeant (TSgt), Staff Sergeant (SSgt), and Sergeant (Sgt) Performance Report; and Chief Master Sergeant (CMSgt), Senior Master Sergeant (SMSgt), and Master Sergeant (MSgt) Performance Report.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; implemented by AFr 36-10, Officer Evaluations, and Air Force Regulation 39-62, Active Duty Noncommissioned Officer and Airman Performance Reports.

Purpose(s):

Used as a record of individual's past job performance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

At Headquarters of Major Subordinate Commands and numbered Air Force official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notices.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Officer and airman evaluation report data.

Exemptions claimed for the system:

None.

F035 AF MP C

System name:

035 AF MP C Military Personnel Records System.

System location:

Headquarters United States Air Force, Washington DC 20330. Air Force Military Personnel Center, Randolph AFB TX 78150-6001. Air Reserve Personnel Center, Denver, CO 80280. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Headquarters of the major commands and separate operating agencies. At consolidated base personnel offices and other installation units. At State Adjutant General Office of each respective State, District of Columbia or Commonwealth of Puerto Rico. At Air Force Reserve and Air National Guard units. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's Systems Notices.

Categories of individuals covered by the system:

Air Force active duty military personnel.

Categories of records in the system:

Officer Correspondence and Miscellaneous Document Group (C&M) at Air Force Military Personnel Center (AFMPC); Headquarters United States Air Force (HQ USAF) Selection Record Group (SR) at HQ USAF Assistant for General Officer Matters; Retired Air Force general officers. Master Personnel Record Group (MPeRGp) at AFMPC; active duty colonels at HQ USAF, Assistant for Senior Officer Management, C&M at AFMPC Air Force active duty officer personnel. MPeRGp at AFMPC Officer Command Selection Record Group (OCSR) at the respective major command or separate operating agency. Field Record Group (FRGp) at the respective Air Force base of assignment/servicing Consolidated Base Personnel Office (CBPO); Air Force active duty enlisted personnel. MPeRGp at AFMPC, FRGp at respective servicing CBPO, Senior Noncommissioned Officer (NCO) Selection Folder at the respective servicing CBPO; personnel in Temporary Disability Retired List (TDRL) status, Missing in Action (MIA), Prisoner of War (POW), Dropped From Rolls (DFR), MPeRGp at AFMPC; Reserve officers MPeRGp at Air Reserve Personnel Center (ARPC), OCSR at the respective Air Force (AF) major command (MAJCOM) when applicable, FRGp at the respective unit of assignment or servicing CBPO or Consolidated Reserve Personnel Office (CRPO); Reserve airmen MPeRGp at ARPC, FRGp at the respective unit of assignment or servicing CBPO/CRPO; Air National Guard (ANGUS) officers MPeRGp at ARPC, OCSR at the respective State Adjutant General Office, FRGp at the respective unit of assignment, ANGUS airmen MPerGp at the respective State Adjutant General Office FRGp at the respective unit of assignment; Retired Air Force military personnel; Discharged personnel MPerGp at National Personnel Records Center (NPRC); Air Force Academy cadets MPerGp at unit of assignment CBPO. System contains substantiating documentation such as forms, certificates, administrative orders and correspondence pertaining to appointment as a commissioned officer, warrant officer, Regular AF, AF Reserve or ANGUS; enlistment/reenlistment/extension of enlistment; assignment Permanent Change of Station (PCS)/Temporary Duty (TDY); promotion/demotion; identification card requests; casualty; duty status changes - Absent Without Leave (AWOL)/MIA/POW/Missing/Deserter; military test administration/results; service dates; separation; discharge; retirement; security; training, Precision Measurement Equipment (PME), On-The-Job Training (OJT), Technical, General Military Training (GMT), commissioning, driver; academic education; performance/effectiveness reports; records corrections - formal/informal; medical or dental treatment/examination; flying/rated status administration; extended active duty; emergency data; line of duty determinations; human/personnel reliability; career counseling; records transmittal; AF reserve administration; Air National Guard administration; board proceedings; personnel history statements; Veterans Administration compensations; disciplinary actions; record extracts; locator information; personal clothing/equipment items; passport; classification; grade data; Career Reserve applications/cancellations; traffic safety; Unit Military Training; travel voucher for TDY to Republic of Vietnam; dependent data; professional achievements; Geneva Convention cards; drug abuse; Federal Insurance; travel and duty restrictions; Conscientious Objector status; decorations and awards; badges; Favorable Communications (colonels only); Inter-Service transfers; pay and allowances; combat duty; leave; photographs; Personnel Data System products.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; implemented by Air Force Regulation 35-44, Military Personnel Records System.

Purpose(s):

Military Personnel Records are used at all levels of Air Force personnel management within the agency for actions/processes related to procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, sustentation, separation and retirement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Compensation claims submitted to Veterans Administration Regional Offices; dependents and survivors requesting issuance or determination of eligibility for identification card privileges; Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) eligibility and benefits requests - copies are provided to CHAMPUS, Denver, CO; Immigration and Naturalization - copies are provided to respective local Immigration Office; Unemployment Compensation Requests - verification of service related information provided to State Unemployment Compensation (UCX) Office; Vietnam State Bonus - information provided to respective local State offices; Civil Service requests for verification of military service for benefits; leave or Reduction in Force (RIF) purposes - Worldwide locator inquiries; Dual compensation cases involving former officers - provided to establish Civil Service employee tenure and leave accrual rate; Social Security Retirement Credit Verification - verification of service data provided to substantiate applicant's credit for Social Security compensation; Soldiers and Sailors Civil Relief Act requests - verification of service - Information as to current military addresss and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur. Information is provided to the US Department of Agriculture for investigative and audit procedures Separation information provided to the Veteran's Administration and Selective Service Agencies. American National Red Cross - information to local Red Cross offices for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling. Department of Labor, Bureau of Employees' compensation - medical information for claims of civilian employees formerly in military services; Employment and Training Administration - verification of service-related information for unemployment compensation claims; Labor Management Services Administration for investigations of possible violations of labor laws and pre-employment investigations; National Research Council - for medical research purposes; U.S. Soldiers' and Airman's Home - service information to determine eligibility; used by Veterans Administration for research.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, placed in metal file containers or on open shelves. Microfiche placed in rotary power files; computer disk resident data file consists of Social Security Number (SSN) and disk location of the associated image record which includes document data describing document type, date, location, and number of pages in each document.

Retrievability:

Information in the system is retrieved by last name, first name, middle initial and Social Security Number (SSN). Records stored at National Personnel Records Center Center are retrieved by registry number, last name, first name, middle initial and SSN.

Safeguards:

The prescribing directive for the Military Personnel Records System requires those records to be stored (after duty hours) in a locked building, room or filing cabinets. Access is specifically limited to those personnel designated by the Consolidated Base Personnel Office (CBPO) Chief and those provisions for access and release of information contained in Air Force Regulation 12-35 and 31-4.

Retention and disposal:

Users who are granted access to the microfiche files are screened by computer software. Those documents designated as temporary in the prescribing directive remain in the records until their obsolescence (superseded, member terminates status, or retires) when they are removed and provided to the individual data subject. Those documents designated as permanent remain in the military personnel records system permanently and are retired with the master personnel record group.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB, TX 78150-6001.

Notification procedure:

The individual data subject may be notified that a record exists on him by submitting a request to or appearing in person at the responsible official's office or the respective repository for records for personnel in particular category during normal duty hours any day except Saturday, Sunday or national and local holidays. The Saturday and Sunday exception does not apply to Reserve and National Guard units during periods of training. Response to written requests will be provided not later than ten days following receipt of request. The System Manager has the right to waive these requirements for personnel located in areas designated as Hostile Fire Pay areas.

Record access procedures:

The same written notification or personal visit procedures which apply to notification also apply to access.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Sources of information contained in the system include data subject's applications, requests, personal history statements, supervisors' evaluations, correspondence generated within the agency in the conduct of official business, medical treatment records, educational institutions, civil authorities, other service departments, and interface with the Personnel Data System.

Exemptions claimed for the system:

None.

F035 AF MP D

System name:

035 AF MP D Officer Effectiveness Report/Airman Performance Report Appeal Case Files.

System location:

Air Force Military Personnel Center (AFMPC), Randolph AFB, TX 78150. Air Reserve Personnel Center (ARPC), Denver, CO 80280-5000. At Consolidated Base Personnel Offices/Consolidated Reserve Personnel Offices (CBPOs/CRPOs). Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Present and former officers and airmen of the regular Air Force, the Air Force Reserve and the Air National Guard who appeal for correction of records.

Categories of records in the system:

Copy of individual application, supporting documents, indorsements by the CBPO/CRPO, correspondence reflecting the board's decision on the case, and other official records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; implemented by Air Force Regulation 31-11, Correction of Officer and Airman Evaluation Reports.

Purpose(s):

To answer individual inquiries concerning a particular appeal and, at the AFMPC/ARPC level, as a basis for consideration in preparation of Air Staff advisory opinions on OER/APR appeals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

At AFMPC/ARPC, case files are maintained for three calendar years from date of last action as indicated in the file, then destroyed. At CBPOS/CRPOS, files are maintained for two calendar years from date of last action as indicated in the file, then destroyed.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB, TX 78150-6001. Commander, Air Reserve Personnel Center, Denver, CO 80280-5000.

Notification procedure:

Requests from individuals should be addressed to the System Manager or to the CBPO/CRPO which processed the appeal.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager or any holder of a copy of the individual appeal.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager or the CBPO/CRPO.

Record source categories:

Member's application, indorsements by CBPO/CRPO, official records and documents from other sources, and correspondence reflecting the appeal board's decision. Also, when applicable, Air Staff advisory opinions furnished the Board for Correction of Military Records (BCMR) under the provisions of Air Force Regulation 31-3.

Exemptions claimed for the system:

None.

F035 AF MP E

System name:

035 AF MP E United States Air Force (USAF) Airman Retraining Program.

System location:

Headquarters United States Air Force, Air Force Manpower and Personnel Center (AFMPC), major command headquarters, and consolidated base personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel who apply for or are in retraining programs.

Categories of records in the system:

Request for Retraining/Lateral Training 7301: This mechanized report contains a broad spectrum of retraining data to track retraining movement between specialties; it also identifies individuals and Major Commands (MAJCOMs) involved; this data can provide detailed identification of retrainees, type of training, type of specialties and other desired data on retraining movement.

Authority for maintenance of the system:

10 USC Chapter 901, Training Generally; implemented by Air Force Regulation 39-4, Airman Retraining Program.

Purpose(s):

Used by military personnel officials at base, major command, and Headquarters AFMPC to evaluate decisions on retraining applications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are accessed by commanders of medical centers and hospitals.

Retention and disposal:

Retained until training programs are completed or individual leave the Air Force.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Individuals may contact agency officials at the applicable records location in order to exercise their rights under the Act.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Individuals may contact agency officials at the applicable records location in order to exercise their rights under the Act.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual's application and official personnel records.

Exemptions claimed for the system:

None.

F035 AF MP F

System name:

035 AF MP F Request for Selective Reenlistment Bonus (SRB) and/or Advance Payment of SRB.

System location:

Consolidated base personnel offices at Air Force installations. Official mailing addresses are in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Enlisted members who are receiving Selective Reenlistment Bonus payments and/or request advance payment of one or more remaining installments.

Categories of records in the system:

Requests for Selective Reenlistment Bonus (SRB) and/or Advance Payment of SRB.

Authority for maintenance of the system:

37 USC 308, Special pay: Reenlistment bonus; implemented by Air Force Regulation 35-16, Volume I, USAF Reenlistment, Retention, and NCO Status Program .

Purpose(s):

Used by immediate commander, major command headquarters Retention/Reenlistment office, United States Air Force Deputy Chief of Staff/Personnel, Reenlistments Branch, Randolph Air Force Base, TX 78150 to manage advance payment of Selective Reenlistment Bonus monies due in subsequent fiscal years.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Individual may contact agency officials at the respective servicing Consolidated Base Personnel Office to exercise his rights under the Act.

Record access procedures:

Individual may contact agency officials at the respective servicing Consolidated Base Personnel Office to exercise his rights under the Act.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application.

Exemptions claimed for the system:

None.

F035 AF MP G

System name:

035 AF MP G Selective Reenlistment Consideration.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150 and consolidated base personnel offices at Air Force installations. Official mailing addresses are in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Initial enlistees within 15 months of original expiration term of service; second term career Airmen within 13 months of ETS.

Categories of records in the system:

Documentation of selective reenlistment consideration process.

Authority for maintenance of the system:

10 USC Chapter 833, Enlistments.

Purpose(s):

Used by member's immediate supervisor, member's immediate commander, unit career advisor, base career advisor to determine member's reenlistment eligibility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Filed temporarily in member's Unit Personnel Records prior to reenlistment; permanently filed in Master Personnel Records at time of reenlistment, separation, discharge or retirement.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, Texas 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager or agency officials at the servicing Consolidated Base Personnel Office (CBPO).

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager or at the servicing CBPO.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Entries are made by the supervisor and commander, and acknowledged by the member.

Exemptions claimed for the system:

None.

F035 AF MP H

System name:

035 AF MP H Air Force Enlistment/Commissioning Records System.

System location:

At recruiting offices and Military Entrance Processing Stations (MEPS), Liaison Noncommissioned Officer (NCO) offices in all states.

Categories of individuals covered by the system:

Applicants for enlistment or commissioning programs.

Categories of records in the system:

Individual's application, personal interview record (PIR) and supporting documents containing name, Social Security Number, finger prints, historical background, education, medical history, physical status, employment, religious preferences (optional), marital and dependency status, linguistic abilities, aptitude test results, parental consent for minors.

Authority for maintenance of the system:

10 USC Chapter 31, Enlistments; implemented by Air Force Regulation 33-3, Enlistment in the United States Air Force.

Purpose(s):

Information is collected by recruiters to determine enlistment/commissioning eligibility, and process qualified applicants. Personnel managers use as hard copy documentation of data entered in Personnel Data Systems (PDS). Personnel managers also use certain documents to determine classification and assignment actions after enlistment. All documents are source documents in determining benefits/entitlements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know Records are stored in locked cabinets or rooms.

Retention and disposal:

Files of applicants not enlisted are retained in the local recruiting office and destroyed after two years. Records of enlistees that are not forwarded to Master and Unit Personnel Records files are destroyed after two years, by tearing into pieces, burning, shredding, macerating or pulping.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB, TX 78150-6001.

Notification procedure:

Individuals may contact agency officials at respective recruiting office locations.

Record access procedures:

Same procedure as notification above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual provides through written application or personal interview.

Exemptions claimed for the system:

None.

F035 AF MP I

System name:

035 AF MP I Incoming Clearance Record.

System location:

Consolidated base personnel offices at Air Force installations. Official mailing addresses are in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Record is established for each active duty Air Force member projected for arrival at a new duty location.

Categories of records in the system:

Records contains computer print-out, orders, documents received by the processing unit prior to members arrival.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; implemented by Air Force Regulation 35-17, Preparation of Personnel Selected for Relocation - Base Level Procedures.

Purpose(s):

To provide a central location for retaining documents received prior to a members physical arrival at joining installation of assignment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Record system is retained until arrival of the member, in-processing has been completed, all documents/components are accounted for. The record is then destroyed by tearing into small bits, pulping, shredding, burning, or macerating.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager or directly to agency official at each duty location.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager from agency official at each respective location.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Special Orders and information extracted from Personnel Data System (automated record system).

Exemptions claimed for the system:

None.

F035 AF MP J

System name:

035 AF MP J Absentee and Deserter Information Files.

System location:

Absentee and deserter documents are maintained in the Unit Personnel Record Group at consolidated base personnel offices. Deserter information files are maintained at major commands of the parent unit of assignement. Official mailing addresses for consolidated base personnel offices and major commands are in the Department of Defense directory in the appendix to the Air Force's systems notices. Case files are maintained at the Air Force Military Personnel Center, Randolph AFB, TX 78150-6001. Permanently retained documents are located at the National Personnel Records Center, Military Personnel Branch, 9700 Page Boiulevard, St. Louis, MO 63132 and the Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

All active duty and inactive duty Air Force personnel who are or have been reported absent without leave or who have been administratively classified as a deserter.

Categories of records in the system:

Duty status change forms; Absentee Wanted by the Armed Forces forms; copy of unit commander's initial and follow-on Report of Inquiry. Includes information concerning circumstances surrounding the unauthorized absence and attempts to locate the individual; copy of notification letter to next of kin stating that member is considered in an administrative status of an unauthorized absentee or deserter; Federal Bureau of Investigation (FBI) and Office of Special Investigations (OSI) reports or extracts therefrom are included in some case files; correspondence administratively classifying the individual as a deserter, if appropriate; Report of Return of Absentee Wanted by the Armed Forces forms.

Authority for maintenance of the system:

10 USC Chapter 47, Uniform Code of Military Justice, Sections 885, Desertion, 886, Absence without leave and 887, Missing movement; implemented by Air Force Regulation 35-73, Desertion and Unauthorized Absence.

Purpose(s):

Provides documentation and reference source for the administration of individuals administratively classified as deserters. Used as basis for preparing statistical reports required by DOD, managers of unauthorized absentee programs, e.g., Major Commanders.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Changes in individual's status are reported to military, federal and civil law enforcement agencies to facilitate apprehension.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records are accessed by the custodian of the record system, and by persons responsible for servicing the records system in the performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in file cabinets in buildings that are either locked or have controlled access entry requirements.

Retention and disposal:

Documents originated at base level are maintained in the Military Personnel Records System. Major command files are maintained as temporary general correspondence files and destroyed by shredding one year after the calendar year in which the member returned to military control. Case files maintained at the Air Force Military Personnel Center (AFMPC/MPCAKP) are destroyed six months after the member is returned to military control; however, If additional accountable disclosures are made during that six month period the files are transferred to the Military Personnel Records System and retained permanently.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB, TX 78150-6001.

Notification procedure:

During the period of unauthorized absence, no procedures exist for notifying individuals that a Deserter file is maintained on them unless address provided by requester. Subsequent to the member's return to military control individuals can contact the System Manager or visit the locations identified above. Requests from individuals should be addressed to the System Manager.

Record access procedures:

Contact the System Manager or visit the locations identified above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Unit Commanders, Consolidated Base Personnel Office representatives, military and civilian law enforcement officials, and anyone who may report information concerning an absentee wanted by the Armed Forces.

Exemptions claimed for the system:

None.

F035 AF MP K

System name:

035 AF MP K Relocation Preparation Project Folders.

System location:

At Consolidated Base Personnel Offices (CBPOs) only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Maintained on all active duty Air Forcve duty Air Force personnel selected for relocation as the result of retirement, separation, release from extended active duty, Permanent Change of Station (PCS), or Temporary Duty (TDY).

Categories of records in the system:

Relocation records may consist of checklist, orders and amendments, letters from agencies outside the CBPO regarding the member's relocation, record of emergency data, Records Transmittal/Request, servicemen's request for compensation from the Veterans Administration, PCS or TDY Levy Notification Letter/Brief, duplicates of correspondence directing/authorizing the relocation, Assignment Instruction Worksheet, Basic Assignment Eligibility Checklist, Assignment Preference Statement, Medical/Dental Clearance for Assignment to short-tour area, Medical and Educational Clearance for Dependent Oversea Travel, Oversea Tour Election Statement, Cancellation/Diversion of Assignment or change of reporting month and components of the Field Records Group for consolidation and forwarding to new location.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and 8032, General duties; implemented by Air Force Regulation 35-17, Preparation of Personnel Selected for Relocation - Base Level Procedures.

Purpose(s):

Each type of relocation of Air Force personnel requires specific actions described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for insuring accomplishment of the action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name within departure month.

Safeguards:

Records are accessed by authorized personnel in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets/or rooms.

Retention and disposal:

Records are maintained for a period of six months after departure of the member, then removed and destroyed by tearing into small bits, macerating, burning, shredding, or pulping.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager or directly to agency officials at each respective location.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. And individuals may deal directly with agency officials at each respective location.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Computer print-outs, information obtained from the unit personnel records, from the unit commander, the supervisor and from the member.

Exemptions claimed for the system:

None.

F035 AF MP L

System name:

035 AF MP L Unfavorable Information Files (UIFs).

System location:

Complete UIF files are maintained at Consolidated Base Personnel Offices (CBPOs) only. However, UIF summary sheets, a part of the UIF, are also maintained at: individual's unit of assignment (commander's copy), geographically separated units not colocated with a servicing CBPO, and for officers only at the major command of assignment; and for colonels or colonel selectees only an additional copy is maintained at Headquarters, United States Air Force Military Personnel Center (HQ AFMPC/DPMOC), Randolph Air Force

Base, TX 78150-6001. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Active duty military personnel who are the subject of UIFs.

Categories of records in the system:

Derogatory correspondence determined as mandatory for file or as appropriate for file by an individual's commander. Examples include: Written admonitions or reprimands, drug abuse correspondence, court-martial orders, letters of indebtedness, control roster correspondence.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 35-32, Unfavorable Information Files, Control Rosters, Administrative Reprimands and Admonitions.

Purpose(s):

Reviewed by commanders and personnel officials to assure appropriate assignment, promotion and reenlistment considerations are made prior to effecting such actions. UIFs also provide information necessary to support administrative separation when further rehabilitation efforts would not be considered effective.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

UIFs are maintained for one year from the date of the most recent correspondence except when the file contains Article 15, Court-Martial or certain civil court conviction, correspondence in which case the retention period is for two years from the date of that correspondence, unless a year retention period for non-related Article 15/court-martial correspondence would post-date the two year retention period for the Article 15/court-martial correspondence, in which case all correspondence would be maintained a year from the most recent non-related Article 15/court-martial correspondence. Files are automatically destroyed upon separation, or retirement and on an individual basis when the individual's commander so determines. Destroy by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB, TX 78150-6001.

Notification procedure:

Personnel for whom optional UIFs exist are routinely notified of the existence of a file. In all cases personnel have had opportunity or are authorized to rebut the correspondence in the file.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager or agency officials at the servicing Consolidated Base Personnel Office.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Supervisory reports or censures and documented records of poor performance or conduct.

Exemptions claimed for the system:

None.

F035 AF MP M

System name:

035 AF MP M Officer Promotion and Appointment.

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78150-6001 and headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force Officers selected/nonselected for active duty promotion or appointment; officers projected as eligible for promotion or appointment consideration.

Categories of records in the system:

This system of records is comprised of the following categories of information or subsystems: (1) Officer Selection Brief File. This file contains information extracted from the mechanized USAF Master Personnel File to include basic personnel, flying, and education data for each officer to be considered by a selection board for promotion or Regular Air Force appointment. The preselection brief is provided to each eligible officer in advance of presentation to the selection board. An updated selection brief is produced about 30 days prior to board convening for actual board use. Copies of selection briefs are retained on microfilm. Additionally, a record copy of documentation accepted for manual posting of updates/corrections to the officer selection brief processed for board consideration is retained. (2) Officer Promotions and Appointments Administrative Files. At the Air Force Military Personnel Center (AFMPC), this file includes copies of staff advisories provided to Secretary of the Air Force Board for Correction of Military Records containing promotion and appointment related information in response to specific points in an application. At AFMPC, this file includes background information and proposed responses to Congressional and high-level inquiries in the officer promotions and appointments area. This file further includes, at all levels, information and background relative to any propriety of promotion or appointment action (not qualified recommendation, removal action, delaying action, etc.) processed. This file further includes listings of officers eligible for promotion or appointment consideration. (3) Regular Officer History Card File. This card file contains a history card on each Regular Air Force Officer who was on active duty, temporary disabled retired list or missing in action as of January 1973. It contains Name, Social Security Number (SSN) Promotion List Service Date (10 USC 8287), Adjusted Promotion List Service Date (PLSD) (10 USC 8303 or any other provision if applicable), Source of Commission, Date of Regular Air Force Acceptance, Date of Birth, Promotion Category (Line, Medical Corps, etc.) (10 USC 8296), Base Retirement Date (10 USC 8927), permanent grade history, temporary grade history to include dates of rank, effective dates and special orders announcing the promotion, Total Active Federal Commissioned Service Date, date officer was placed on or recalled from the Temporary Disability Retired List (if applicable), Regular Air Force Lineal Position Number, Presidential Nomination Date, Total Active Federal Service as of date of Presidential nomination, any commissioned service held prior to Regular Air Force appointment (if applicable), former service numbers if member of other than the Air Force, Public Law under which officer was appointed in the Air Force, Remarks (Secretary of the Air Force Board for the Correction of Military Records correction to records, any adjustments to officer's record and reasons therefor). (4) Air Force Confirmed Nomination Lists. This file includes all Senate confirmed nomination lists for officer appointments and promotions through the grade of colonel. This file contains the only existing official signed document reflecting Senate confirmation. (5) Regular Air Force Officer Promotion List. The Regular Officer Promotion List (Lineal List) is a historical computer-generated product maintained at AFMPC displaying the names of all active duty Regular Air Force officers in lineal order (descending) by promotion category by permanent grade. (6) Regular Air Force Appointment Management File. This file includes individual locator cards reflecting a Regular officer selectee's progress from selection by a board of officers to either acceptance or declination; Regular Air Force declination statements; Regular Appointment Board work rosters.

Authority for maintenance of the system:

10 USC Chapters 35 and 837, Appointments as Reserve Officers, Chapter 835, Appointments in the Regular Air Force, Chapter 839, Temporary Appointments, 37 USC Chapter 3, Basic Pay and Allowances of the Uniformed Services. 10 USC Chapter 79, Correction of Military Records, Section 628, Pub. L. 96-513, the Defense Officer Personnel Management Act, December 12, 1980; as implemented by Air Force Regulation 36-89, Promotion of Active Duty List Officers.

Purpose(s):

The Air Force operates basically a central selection process for an active duty promotion, of officers to grades 03 - 06 and all Regular Air Force appointments. As part of the active duty promotion program, major commanders are tasked to conduct below-the-promotion zone screening boards to nominate a given number of officers from their command for central consideration. Selection briefs are retained as a historical record of data presented to an officer selection board and, as such are used to validate completeness, accuracy, or omission of data reviewed by boards. Administrative files are used for research, precedence, and reference purposes. Promotion/appointment propriety files are used to monitor completeness, legality, and processing timeliness of the actions. Generally, this records system contains necessary information necessary to manage a diverse promotion and appointment program in a centralized environment. Board results to include names of selectees and statistical analysis of those results are made a matter of public record after appropriate approval of board proceedings. Results of the board are updated to the individual subject record in the Personnel Data System (PDS) after public release of the board proceedings. Benchmark records are five records of officers from the lowest score category selected by each board and five records of officers from the highest score category not selected by each board captured on microfilm. For boards held prior to October 20, 1975, the benchmark records will consist of only the record of five officers from the lowest score category selected by the board. Benchmark records are used as directed by the Assistant Secretary to the DCS/Personnel for Special Review Board considerations and for Special Selection Boards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. The names and Social Security Number (SSN) of officers selected by central selection board for an active duty promotion, to grades above captain, and Regular Air Force Appointment as well as officers to receive appointments in the Air Force requiring confirmation of such appointments by the Senate of the United States, are provided to the Office of the President of the United States for nomination and to the United States Senate for confirmation. This information will be published in the Congressional Record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, card files, on computer paper printouts and microform.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms. Records are protected by guards and records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All data contained on the Officer Selection and Preselection Briefs and various selection board computer products is directly extracted from the Headquarters Air Force Master Personnel File. Selection brief documentation backup files in the form of official correspondence, letters, or messages, properly authenticated by an appropriate personnel official, is generated, normally at the officer's request from the servicing Consolidated Base Personnel Office (CBPO). Information is obtained from HQ USAF and major command officer selection folders from Special Orders, oath of office signed by data subject, memorandums from the Secretary of the Air Force Board for Correction of Military Records, selection board reports. Data is obtained from appointment applications from data subject and from the Master Record Group of the applicable Service Department as concerns data subject.

Exemptions claimed for the system:

None.

F035 AF MP N

System name:

035 AF MP N Individual Weight Management File.

System location:

At Air Force (AF) unit of assignment or attachment; servicing medical facility. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force active duty military personnel and Air Force Reserve Personnel who are enrolled in the Weight Management Program.

Categories of records in the system:

File contains: Individual weight management record; letters informing individual of overweight status, changes in weight status, scheduling medical evaluation, and documenting medical progress.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 35-11, Air Force Physical Fitness and Weight Control Program.

Purpose(s):

File purpose is to document a person's progress in Weight Management program. Those authorized access to the file are the individual, Unit Commander, Unit Monitor, medical personnel, Major Command (MAJCOM) Monitor, CBPO and legal personnel on a need to know basis in performing offical duties. The file keeps individual informed of weight loss in attaining maximum allowable weight, provides history of weight loss and counseling, provides an input for medical determinations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name by Social Security Number (SSN) and grade.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

Retention and disposal:

When a person achieves the prescribed weight standard, file is retained for one year and destroyed by unit; or destroyed upon retirement or separation by unit, whichever earlier.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

Notification procedure:

Commander, Unit of Assignment or attachment. Inquiries on existence of a file should include full name, grade, SSN, and should go to Unit of Assignment or attachment. Personal visit proof of identity requires possession of Armed Forces Identification Card.

Record access procedures:

Commander Unit of Assignment or attachment. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individuals concerned may be obtained from the System Manager.

Record source categories:

Individual.

Exemptions claimed for the system:

None.

F035 AF MP O

System name:

035 AF MP O Unit Assigned Personnel Information.

System location:

Headquarters United States Air Force and major command headquarters. Headquarters of major commands and at all levels down to and including Air Force installations and Air Force units. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

Active duty military personnel, and Air Force Reserve and Air National Guard personnel. Air Force civilian employees may be included when records are created which are identical to those on military members. Army, Navy, Air Force and Marine Corps Active duty military and civilian personnel assigned to HQ USSPACECOM.

Categories of records in the system:

File copies of separation actions, newcomers briefing letters, line of duty determinations, assignment actions, retirement actions, in and out processing checklists, promotion orders, credit union authorization, disciplinary actions, favorable/unfavorable communications, record of counselings, appointment notification letters, duty status changes, applications for off duty employment, applications and allocations for school training, professional military and civilian education data, private weapons storage records, locator information including names of dependents, home address, phone number, training and experience data, special recognition nominations, other personnel documents, and records of training.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Manual 30-3, Mechanized Personnel Procedures, and Air Force Manual 30-130, Base Level Military Personnel System.

Purpose(s):

Provides information to unit commanders/supervisors for required actions related to personnel administration and counseling, promotion, training, separation, retirement, reenlistment, medical examination, testing, assignment, sponsor program, duty rosters, and off duty activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, and card files.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation; most records are transient in nature and are maintained only as long as required to fulfill their management purpose or until superseded, then given to the individual or destroyed by shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

Inquiries from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act.

Record access procedures:

Requests from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act. Mailing addresses are contained in the Department of Defense Directory in the appendix to the Air Force's Systems Notices.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Managers.

Record source categories:

Information obtained from the individual concerned, financial institutions, educational institution employees, medical institutions, police and investigating officers, bureau of motor vehicles, witnesses, reports prepared on behalf of the agency, standard Air Force forms, personnel management actions, extracts from the Personnel Data System (PDS) and records of personal actions submitted to or originated within the organization.

Exemptions claimed for the system:

None.

F035 AF MP P

System name:

035 AF MP P General Officer Personnel Data Systems.

System location:

Headquarters United States Air Force, Washington, DC 20330; Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Retired Active Duty General Officers.

Categories of records in the system:

Promotion board data; 'Career Brief' data/cards; Forms 11; photographs, biographies; retirement letters; dependent data; education data; promotion orders; assignment orders; demotion data; frocking letters; case studies; language data.

Authority for maintenance of the system:

10 USC, Chapter 805, The Air Staff.

Purpose(s):

Individual queries; precedent actions; statistical analyses of historical nature; assignment nominations/worksheets; Congressional inquiries and responses, memorandums for record affecting actions taken on General Officers; career profiles; vacancy lists; array of General Officers by temporary/permanent grade and mandatory retirement data; seniority lists; retirement lists.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets/card files.

Retrievability:

Most records are retrieved by last name and/or grade. Case studies, statistical analyses, promotion board results, Congressional inquiries and responses are retrieved by topic by year of action.

Safeguards:

Access to these records is given only to the Chief of Staff, Deputy Chief of Staff (DCS)/Manpower and Personnel, Assistant for General Officer Matter , Chief of Air Force Reserve, Chief National Guard Bureau, and Rand Corporation, and the assigned officers/noncommissioned officers (NCOs) and civilian and clerical help, totaling approximately 20 people. Assistant for General Officer Matters (MPG), Manpower and Personnel Center/Records Maintenance Branch (MPC/DPMDRR) is the only office in the Air Force where this data could be maintained. Security procedures employed by MPG are equivalent to the security required for Confidential and Secret data.

Retention and disposal:

Retired 4-star General Officer records are maintained indefinitely; Retired 1, 2 and 3-star General Officer records are retained for 5 years, reviewed to determine if there are any materials of historical value which warrant indefinite retention--if not, they are destroyed by tearing into pieces, shredding, pulping or macerating.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Persennel, United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager. An individual's full name, Social Security Number (SSN), and active duty grade will be needed to process written requests. An individual may visit the Pentagon, Room 4E212, The Office of the Assistant for General Officer Matters, to obtain the information. A requester must present Military Identification (ID) card when appearing in person and requesting information. When requesting personal information in writing, the requester must have request notarized.

Record access procedures:

An individual may obtain access to records by either writing Headquarters United States Air Force/Assistant for General Officer Matters (HQ USAF/MPG), The Pentagon, or by appearing in person and requesting the information. Most records will be released upon request; however, any record, the release of which is questionable in the view of the Assistant for General Officer Matters, will be cleared for release by the HQ USAF/DCS Manpower and Personnel before it is finally released to the individual. See Exemption.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Personnel Data Base; Member; Inspector General (IG) Investigations.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(7). For additional information, contact the System Manager.

F035 AF MP R

System name:

035 AF MP R—Application for Appointment and Extended Active Duty Files.

System location:

Headquarters United States Air Force, Washington, DC 20330-5120; Air Force Military Personnel Center, Randolph AFB, TX 78150-6001; Air Reserve Personnel Center, Denver, CO 80280-5000; Headquarters Air Force Reserve Robins AFB, GA 31098-6001; United States Air Force Recruiting Service, Randolph AFB, TX 78150-5421; Air National Guard Support Center, Andrews AFB, Washington, DC 20331-6608.

Categories of individuals covered by the system:

(1) All applicants for appointment/reappointment as Reserves of the Air Force (ResAF) to United States Air Force Reserve (USAFR) or Air National Guard of the United States (ANGUS) affiliation; (2) all applicants for appointment/reappointment as ResAF to serve on extended active duty (EAD)—as medical service officers, chaplains, and judge advocates; (3) all USAFR and ANGUS members who apply for voluntary entry on EAD; (4) all commissioned officers of other uniformed services on EAD who apply for interservice transfer to serve on EAD with the USAF; (5) all commissioned officers and enlisted members of the USAF Reserve components, not on EAD, who apply for interservice transfer between Reserve components of the USAF.

Categories of records in the system:

Individual's application and supporting documents as applicable.

Authority for maintenance of the system:

10 U.S.C. Chapter 837, Appointment as Reserve Officers; Chapter 839, Temporary Appointments implemented by Air Force Regulation 36-15, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force (Temporary). 10 U.S.C. 716, Commissioned officers transfer among the armed forces, the National Oceanic and Atmospheric Administration, and the Public Health Service, implemented by AFR 35-39, Interservice and Intraservice Transfer of Uniformed Service Members. 10 U.S.C. 672(d), Reserve components generally; 689, Reserve officers; grade in which ordered to active duty; 50 U.S.C. App 454, Selective Service Act, Persons liable for training and service; App 456, Deferments and exemptions from training and service; implemented by AFR 45-26, Voluntary Entry on Extended Active Duty of Commissioned Officers of the Air Reserve Forces.

Purpose(s):

Used to select, appoint or designate persons for the USAFR or ANGUS, for interservice/intraservice transfer, Ready Reserve assignment, or EAD.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

If selected for appointment/reappointment, extended active duty, USAFR or ANGUS affiliation, or interservice/intraservice transfer, records become the Master Personnel Record Group (MPerRGp) and are forwarded to the appropriate MPerRGp custodian. An abbreviated reference file of selected documents is maintained by the applicable utilization and assignment branch. If not selected, documents are retained for one year by the selection or appointment authority.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application, letters of recommendation, results of National Agency Check and Military Personnel Records.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5). For additional information see exemption rule in AFR 12-35 (32 CFR Part 806b).

F035 AFA A

System name:

035 AFA A Cadet Personnel Management System.

System location:

United States Air Force Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

The Air Force Academy Cadets.

Categories of records in the system:

(1) Cadet Personnel Record (CPR) consisting of temporary and permanent forms and documents including the CPR-1 which contains Oath of Allegiance, Cadet Accepiance Record, Statement of Consent, Separation Referral, Appointment Orders, Disciplinary/Punishment Order, Commandant's Disciplinary Boards, Disenrollment Correspondence for Reentry Cadets, Declaration of Religious Denomination, Record of Emergency Data, Statement of Personal History, Certificates of Completion/Training, Serviceman's Life Insurance Election, Citation/Orders for Decorations/Awards, Language Proficiency Test, Statement of Travel, Ethnic/Race Identification, Disclosure of Cadet/Cadet Candidate Information, Cadet Outgoing Clearance, Separation Referral Checklist, Data for Parachutist Rating, Certificate of Release or Discharge, Application for ID Card, Line of Duty Determination, Individual Jump Records, USAF Drug Abuse Certificate, Squadron Change Orders, Active Duty Service Commitment Acknowledgement Letter, Faculty Board Elimination from Flying Status, Title 10 USC Letter, World Service Life Insurance Election, Small Arms Marksmanship Training, and the CPR-2 which contains the Cadet Performance Report, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet Personal Information, AOC Evaluation of Cadet, Cadet Rating Form, Academic Probation Notification, Summer Training Evaluation, Cadet Personal Data Summary Sheet, Individual Military Rating Summary, Con-

duct/Aptitude Probation Letters, Commandant's Disciplinary Boards (copies), Academy Board/Class Committee Actions (copies), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Athletic Review Committee Action, Accounting of Disclosures, Upperclass Performance Summary, Professional Military Training Summary, Liaison Officer Candidate Evaluation. (2) Evidence and statements gathered by the Honor Committee which have been used to determine if accused cadets were guilty of violating the Honor Code and includes a summary of the Honor Board proceedings. (3) Summer training completion records of programs attended, current summer assignments and training ces. am preferences. (4) Board case files consisting of proceedings, inquiries, and investigations. (5) Counseling Record. (6) Motor Vehicle information, such as, amount of loan, monthly payments, current financial data, insurance coverage, and record of accidents/citations.

Authority for maintenance of the system:

10 USC 9331, Establishment; Superintendent; faculty; and 9349 Cadets: Organization; service; instruction.

Purpose(s): (1) Used to evaluate and document cadet activity at the USAF Academy. (2) Case files are used by Cadet Honor representatives to investigate possible violations of the Honor Code and as evidence at cadet Honor Hearings. The case summaries are used for statistical record keeping and training in each squadron of Honor Committee activities. (3) Used to maintain a record of summer training accomplishments and assign cadets to summer training program to insure each cadet meets this graduation requirement. (4) Case files are used in board (disenrollment) actions initiated against cadets. Reviewed by the Office of the Secretary of the Air Force in making final decisions on disenrollment action and by USAF Academy Superintendent in making a decision to refer to Board of officers. Copy is maintained in the Staff Judge Advocate's office for information purposes. (5) Counseling record is used in Career Counseling and the Cadet Counseling Center by counselors to maintain records of confidential transactions during counseling sessions. (6) Used to record pertinent information about a cadet's motor vehicle and a summary of past driving record. Provides Air Officer Commanding with immediate information concerning a cadet's motor vehicle for counseling and determining the cadet's financial ability to incur and repay a debt.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper files, on computer and computer output products, cards and microform.

Retrievability:

Filed by name, social security number.

Safeguards:

Records are stored in locked cabinets, rooms, safes and on computer data storage devices protected by computer system software. Records are accessed by custodians or persons who are responsible for servicing the record system in performance of official duties.

Retention and disposal:

(1) Permanent records are transferrred to the Master Cadet Personnel Record which is retained permanently at the USAF Academy or placed in the officer record. Any personal documents are returned to the individual. Temporary records are destroyed 90 days after graduation or disenrollment. (2) Investigation files are destroyed after 1 year on first class cadets and after 6 months on second, third and fourth class cadets. Case files of Honor Hearings are destroyed after 5 years on guilty cases and after 1 year on not guilty and discretion cases. (3) Summer training records are destroyed after 6 years on graduated cadets and after 4 years on disenrolled cadets. (4) Case files on disenrolled cadets are transferred to the Master Cadet Personnel Record which is retained permanently at the USAF Academy. Case files on retained cadets are destroyed 3 months after cadet graduates. Copy maintained in the Staff Judge Advocate's office is destroyed when no longer needed. (5) Counseling record is destroyed one year after graduation. (6) Motor vehicle information is destroyed when superseded, no longer needed, or upon graduation, whichever is sooner.

System manager(s) and address:

Commandant of Cadets, Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Commandant of Cadets, Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy, Colorado Springs, CO 80840.

Record access procedures:

Individual can obtain assistance in gaining access from the Commandant of Cadets, Deputy Chief of Staff/Personnel, and Dean of Faculty, USAF Academy, CO 80840.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager and are in Air Force Regulation 12-35.

Record source categories:

Information obtained from the individual, counselors, educational institutions, Air Officers Commanding, cadets, automated system interfaces, source documents (such as reports), and from instructors.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(7). See exemption rule in Air Force Regulation 12-35.

F035 AFA B

System name:

035 AFA B Master Cadet Personnel Record (Active/Historical).

System location:

United States Air Force Academy, USAF Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Present and former Air Force Academy cadets.

Categories of records in the system:

(1) Active: Letter of acceptance and appointment, high school record, admissions test scores, candidate fitness test score, evidence of participation in high school extracurricular activities and medical qualification status, personnel data records, letter of recommendation and evaluation, and other personnel data to include address, telephone number, Social Security Number, population or ethnic group selections, height, weight, citizenship, statements of reasons for attending the Academy and preparatory school and college records, if applicable. Invitation to travel letter, transfer/validation credit information, Academy Board action, computer generated products containing academic grade information, parental addresses by state roster and verification of independent studies, computer listings of minority students by population or ethnic group, listings of foreign cadets, special order assigning cadets to the Cadet Wing; Cadet Wing, squadron and class alpha rosters, and matriculation rosters. (2) Historical: Selected special orders (appointment, assignment, awards, separation, etc.), letters and records of resignation/separation actions, details of Honor violation (if applicable), selected letters to or from parents, Permanent Record Card, decisions of committees, boards, and investigations (if applicable), high school and college transcripts, College Entrance Examination Board test scores, personnel data records and biographical data, computer generated products reflecting academic grade information, graduation data, majors awarded, types of degrees conferred, and documents pertaining to awards, academic and military honors.

Authority for maintenance of the system:

10 USC 9331, Establishment; superintendent: Faculty.

Purpose(s): (1) Active: These records are used to record applications and appointments to the Academy and to record the academic, athletic and military training histories of cadets who attend the Academy. They provide a means of checking the performance of each cadet, recording all grades for completed courses, computing grade point averages, identifying deficiencies, and insuring all requirements for graduation are met. Grade information is released to cadets and to Academy instructors, counselors and advisors in assisting cadets in selecting majors, determining academic requirements for specific majors, and scheduling courses. Computer listings are also used by faculty and staff members to readily identify cadets by squadron, class, and population or ethnic group. Class Committees and the Academy Board use these records to evaluate cadet performance and to determine eligibility for continuance at the Academy. (2) Historical: These records form a complete history of each cadet who attended the Academy. They record academic, athletic, and military performance of each cadet. Files are reviewed by organizations within the Department of Defense in determining qualifications for assignments, by Air Force Reserve Officer Training Corps (AFROTC), recruiting and medical services units in judging qualifications and eligibility for training programs and for military service, by the Air Force Manpower and Personnel Center (AFMPC) to confirm or recreate a military service record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are reviewed by investigative agencies, such as the Federal Bureau of Investigation (FBI), Office of Special Investigations (OSI), and Defense Investigative Service (DIS) in conducting background investigations for security clearances and by the Veterans Administration (VA) in determining eligibility for benefits. Academic and personnel information is released to nominating officials and to the Western Athletic Association (WAC) officials on cadets participating in WAC-sponsored intercollegiate athletics. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, on computer and computer output products and on microfilm.

Retrievability:

By name and Social Security Number.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties, who are properly screened and cleared for need-to-know. Records are stored in locked file containers, cabinets, vaults or rooms, and in computerized data storage devices controlled by computer system software.

Retention and disposal:

Temporary documents are destroyed 90 days after disenrollment or graduation. Permanent documents are microfilmed one year after graduation. The microfilm is retained permanently by the Registrar. The paper copy of the Permanent Record Card is retained at the USAF Academy, Washington, DC 20409. Paper copy of all other permanent record is destroyed after 6 years.

System manager(s) and address:

Director of Information Systems (RRD), USAF Academy, Colorado Springs, Co 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individuals can obtain assistance from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are in Air Force Regulation 12-35.

Record source categories:

Information is obtained from interviews with the individual and from forms the individual fills out during the admissions process. Information is also obtained from other educational institutions; grades and tests, and examinations taken at the Academy, from his school and college transcripts, and from actions taken by the Academy Board.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(7). For additional information, contact the System Manager.

F035 AFA C

System name:

035 AFA C Prospective Instructor Files.

System location:

United States Air Force Academy, USAF Academy, Colorado Springs, CO 80840-5000.

Categories of individuals covered by the system:

Military personnel applying for instructor duty at the Air Force Academy.

Categories of records in the system:

Copy of Application for Instructor Duty, college transcripts, past Officer Effectiveness Reports, Officer Uniform Assignment Brief which contains information such as prior assignment information, aeronautical rating information, general personnel data including security clearance, date of birth, marital status, promotion dates; correspondence between individual and department, evaluations on individual's suitability and record of personal interview.

Authority for maintenance of the system:

10 USC 9331, Establishment; Superintendent; faculty.

Purpose(s): Used by Dean of Faculty, Commandant of Cadets, Commander of Preparatory School and Director of Athletics to determine qualification, availability and location of potential instructors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine use published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

By name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms, and controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, or no longer needed for reference.

System manager(s) and address:

Deputy Chief of Staff/Personnel, USAF Academy, Colorado Springs, CO 80840-5000

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from the individual, previous employers, educational institutions and source documents such as reports.

Exemptions claimed for the system:

None.

F035 AFAA A

System name:

035 AFAA A Air Force Audit Agency Office File.

System location:

Command Section, AFAA/AG, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Forces and Support, AFAA/FS, Norton AFB CA 92409; Directorate of Field Activities, AFAA/FD, Norton AFB CA 92409; Directorate of Acquisitions and Logistics, AFAA/QL, Wright-Patterson AFB OH 45433; Directorate of Resource Management, AFAA/RM, Norton AFB CA 92409; Assistant Auditor General, AFAA/AF (Pentagon), Washington DC 20330; Central Audit Region, AFAA/FDC, Offutt AFB NE 68113; Southern Audit Region, AFAA/FDS, Langley AFB VA 23665; European Audit Region, AFAA/FDU, APO NY 09012; Pacific Audit Region, Hickam AFB HI 96853; Western Audit Region, AFAA/FDW, McClellan AFB, CA 95652; Acquisition Audit Region/QLQ, Andrews, AFB DC 20331; AFAA Area Audit Office, Barksdale AFB LA 71110; AFAA Area Audit Office, Bergstrom AFB TX 78743; AFAA Area Audit Office, Cannon AFB NM 88101; AFAA Area Audit Office, Carswell AFB TX 76127; AFAA Area Audit Office, P.O. Box 547, Dyess AFB TX 79607; AFAA Area Audit Office, Ellsworth AFB SD 57706; AFAA Area Audit Office, Grand Forks AFB ND 58205; AFAA Area Audit Office, Holloman AFB NM 88330; AFAA Area Audit Office, Little Rock AFB Jacksonville AR 72076; AFAA Area Audit Office, Minot AFB ND 58701; AFAA Area Audit Office, Offutt AFB NE 68113; AFAA Area Audit Office, McConnell AFB KS; AFAA Area Audit Office, Sheppard AFB TX 76311; AFAA Area Audit Office, Bldg

1522, Stop 166, Andrews AFB DC 20331; AFAA Area Audit Office, Chanute AFB IL 61868; AFAA Area Audit Office, Charleston AFB SC 29404; AFAA Area Audit Office, Dover AFB DE 19901; AFAA Area Audit Office, Griffiss AFB NY 13441; AFAA Area Audit Office, Grissom AFB IN 46971; AFAA Area Audit Office, Homestead AFB FL 33039; AFAA Area Audit Office, Bldg 4330, Keesler AFB MS 39534; AFAA Area Audit Office, K I Sawyer AFB MI 49843; AFAA Area Audit Office, Langley AFB VA 23665; AFAA Area Audit Office/LA, MacDill AFB FL 33608; AFAA Area Audit Office, McGuire AFB NJ 08641; AFAA Area Audit Office, Pease AFB NH 03801; AFAA Area Audit Office, Plattsburgh AFB NY 12903; AFAA Area Audit Office, Scott AFB IL 62225; AFAA Area Audit Office, Seymour Johnson AFB NC 27531; AFAA Area Audit Office, Shaw AFB SC 29152; AFAA Area Audit Office, Tyndall AFB FL 32403; AFAA Area Audit Office, APO San Francisco 96334; AFAA Area Audit Office, Beale AFB CA 95903; AFAA Area Audit Office, Castle AFB CA 95342; AFAA Area Audit Office, APO San Francisco 96274; AFAA Area Audit Office, Davis-Monthan AFB AZ 85707; AFAA Area Audit Office, P.O. Box 878, Elmendorf AFB AK 99506; AFAA Area Audit Office, P.O. Box 1313, Fairchild AFB WA 99011; AFAA Area Audit Office/LA, George AFB CA 923 2 AFAA Area Audit Office, Hickam AFB HI 96853; AFAA Area Audit Office, APO San Francisco 96239; AFAA Area Audit Office, APO San Francisco 96264; AFAA Area Audit Office, Luke AFB AZ 85309; AFAA Area Audit Office, Bldg 510, Mather AFB CA 95655; AFAA Area Audit Office, McChord AFB WA 98438; AFAA Area Audit Office, Mountain Home ID 83648; AFAA Area Audit Office, Nellis AFB NV 89191; AFAA Area Audit Office, APO San Francisco 96570; AFAA Area Audit Office/34AG, Norton AFB, CA 92409; AFAA Area Audit Office, Travis AFB CA 94535; AFAA Area Audit Office, Peterson AFB CO 80914; AFAA Area Audit Office, Vandenberg AFB CA 93437; AFAA Area Audit Office, APO San Francisco 96328; AFAA Area Audit Office, APO New York 09238; AFAA Area Audit Office, APO New York 09755; AFAA Area Audit Office, APO New York 09283; AFAA Area Audit Office, APO New York 09132; AFAA Area Audit Office, APO New York 09109; AFAA Area Audit Office, APO New York 09179; AFAA Area Audit Office, APO New York 09012; AFAA Area Audit Office, APO New York 09057; AFAA Area Audit Office, APO New York 09194; AFAA Area Audit Office, Stop 226, Edwards AFB CA 93523; AFAA Area Audit Office, P.O. Box 1625, Eglin AFB FL 32542; AFAA Area Audit Office, Kirtland AFB NM 87117; AFAA Area Audit Office/ESD, Bldg 1716N, Stop 43, Hanscom AFB MA 01731; AFAA Area Audit Office, P.O. Box 92960, Worldway Postal Center, Los Angeles CA 90009; AFAA Area Audit Office, Patrick AFB FL 32925; AFAA Area Audit Office, Hill AFB UT 84406; AFAA Area Audit Office, Kelly AFB TX 78241; AFAA Area Audit Office/LVAS, McClellan AFB CA 95652; AFAA Area Audit Office/AUDGN, Robins AFB GA 31098; AFAA Area Audit Office, Tinker AFB OK 73145; AFAA Area Audit Office/REP, Wright-Patterson AFB OH 45433; AFAA Area Audit Office, Gunter AFS AL 36114; AFAA Area Audit Office, Denver CO 80279; AFAA Area Audit Office, Randolph AFB TX 78148; AFAA Area Audit Office, Wurtsmith AFB, MI 48753; AFAA Area Audit Office, APO New York 09150.

Categories of individuals covered by the system:

Air Force Audit Agency active duty and reserve officer, enlisted, and civilian personnel.

Categories of records in the system:

Installation Fact Sheet, Air Force Audit Agency Leave Schedule, Memorandums of Discussions with Installation Officials, Personnel Data Sheet, Personnel Interview Sheet (Parts I and II), Memorandums to Region Chief concerning supervisory visits, Region/Division Audit Report Review Sheets, Designation of Position and Position Titles, Air Force Audit Agency Personnel Roster for Office Concerned, Recommendations for Future Assignment of Personnel, Memorandums for the Record, Supervisory Surveys, Correspondence Relating to Performance of Assigned Personnel, Welcome Letters for Assigned Personnel, Pertinent Staff Meeting Memorandums, Pertinent Staff Training Memorandums, Workload Data, Report Evaluations By Auditor, AFAA Office Productivity Data, Supervisory Auditor Assignments, Reports of Significant Activity, HQ AFAA SRA/Audit Review Sheets, Memorandums of Personnel Discussions, Trip Reports, and Individual Resource Expenditure Worksheets.

Authority for maintenance of the system:

10 USC 8032(b)(1), General duties.

Purpose(s):

Used by audit office chiefs, supervisory auditors, and Region/Directorate Chiefs to collect data to evaluate office and individual performance and to become cognizant of office responsibilities and general geographical factors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrieved by manual search of the records maintained by each office using name, audit project or by category.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency, Norton AFB, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers; financial, educational, and medical institutions; trade associations; automated system interfaces; police and investigating officers; the public media; state or local governments; international organizations; corporations; witnesses, and source documents.

Exemptions claimed for the system:

None.

F035 AFAA B

System name:

035 AFAA B Air Force Audit Agency Office Personnel File.

System location:

Command Section, AFAA/AG, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Forces and Support, AFAA/FS, Norton AFB CA 92409; Directorate of Field Activities, AFAA/FD, Norton AFB CA 92409; Directorate of Acquisition and Logistics, AFAA/QL, Wright-Patterson AFB OH45433. Directorate of Personnel, AFAA/DP, Norton AFB CA 92409; Assistant Auditor General, AFAA/AI (Pentagon), Washington DC 20330; Central Audit Region, AFAA/FDC, Offutt AFB NE 68113; Southern Audit Region, AFAA/FDS, Langley AFB VA 23665; European Audit Region, AFAA/FDU, APO NY 09012; Pacific Audit Region, Hickam AFB HI 96853; Western Audit Region, AFAA/FDW, McClellan AFB CA 95652; AF Audit Agency, Acquisition Audit Region/QLQ, Andrews AFB DC 20331; AFAA Area Audit Office, Barksdale AFB LA 71110; AFAA Area Audit Office, Bergstrom AFB TX 78743; AFAA Area Audit Office, Cannon AFB NM 88101; AFAA Area Audit Office, Carswell AFB TX 76127; AFAA Area Audit Office, P.O. Box 547, Dyess AFB TX 79607; AFAA Area Audit Office, Ellsworth AFB SD 57706; AFAA Area Audit Office, Grand Forks AFB ND 58205; AFAA Area Audit Office, Holloman AFB NM 88330; AFAA Area Audit Office, Little Rock AFB Jacksonville AR 72076; AFAA Area Audit Office, Minot AFB ND 58701; AFAA Area Audit Office, Offutt AFB NE 68113; AFAA Area Audit Office, McConnell AFB KS; AFAA Area Audit Office, Sheppard AFB TX 76311; AFAA Area Audit Office, Bldg 1522, Stop 166, Andrews AFB DC 20331; AFAA Area Audit Office, Chanute AFB IL 61868; AFAA Area Audit Office, Charleston AFB SC 29404; AFAA Area Audit Office, Dover AFB DE 19901; AFAA

Area Audit Office, Griffiss AFB NY 13441; AFAA Area Audit Office, Grissom AFB IN 46971; AFAA Area Audit Office, Homestead AFB FL 33039; AFAA Area Audit Office, Bldg 4330, Keesler AFB MS 39534; AFAA Area Audit Office, K I Sawyer AFB MI 49843; AFAA Area Audit Office, Langley AFB VA 23665; AFAA Area Audit Office, MacDill AFB FL 33608; AFAA Area Audit Office, McGuire AFB NJ 08641; AFAA Area Audit Office, Pease AFB NH 03801; AFAA Area Audit Office, Plattsburgh AFB NY 12903; AFAA Area Audit Office, Scott AFB IL 62225; AFAA Area Audit Office, Seymour Johnson AFB NC 27531; AFAA Area Audit Office, Shaw AFB SC 29152; AFAA Area Audit Office, Tyndall AFB FL 32403; AFAA Area Audit Office, APO San Francisco 96334; AFAA Area Audit Office, Beale AFB CA 95903; AFAA Area Audit Office, Castle AFB CA 95342; AFAA Area Audit Office, APO San Francisco 96274; AFAA Area Audit Office, Davis-Monthan AFB AZ 85707; AFAA Area Audit Office, P.O. Box 878, Elmendorf AFB AK 99506; AFAA Area Audit Office, P.O. Box 1313, Fairchild AFB WA 99011; AFAA Area Audit Office, George AFB CA 92392; AFAA Area Audit Office, Hickam AFB HI 96853; AFAA Area Audit Office, APO San Francisco 96239; AFAA Area Audit Office, APO San Francisco 96264; AFAA Area Audit Office, Luke AFB AZ 85309; AFAA Area Audit Office, Bldg 510, Mather AFB CA 95655; AFAA Area Audit Office, McChord AFB WA 98438; AFAA Area Audit Office, Mountain Home ID 83648; AFAA Area Audit Office, Nellis AFB NV 89191; AFAA Area Audit Office, APO San Francisco 96570; AFAA Area Audit Office/34AG, Norton AFB, CA 92409; AFAA Area Audit Office, Travis AFB CA 94535; AFAA Area Audit Office, Peterson AFB CO 80914; AFAA Area Audit Office, Vandenberg AFB CA 93437; AFAA Area Audit Office, APO San Francisco 96328; AFAA Area Audit Office, APO New York 09238; AFAA Area Audit Office, APO New York 09755; AFAA Area Audit Office, APO New York 09283; AFAA Area Audit Office, APO New York 09132; AFAA Area Audit Office, APO New York 09109; AFAA Area Audit Office, APO New York 09179; AFAA Area Audit Office, APO New York 09012; AFAA Area Audit Office, APO New York 09057; AFAA Area Audit Office, APO New York 09194; AFAA Area Audit Office, Stop 226, Edwards AFB CA 93523; AFAA Area Audit Office, P.O. Box 1625, Eglin AFB FL 32542; AFAA Area Audit Office, Kirtland AFB NM 87117; AFAA Area Audit Office/ESD, Bldg 1716N, Stop 43, Hanscom AFB MA 01731; AFAA Area Audit Office, P.O. Box 92960, Worldway Postal Center, Los Angeles CA 90009; AFAA Area Audit Office, Patrick AFB FL 32925; AFAA Area Audit Office, Hill AFB UT 84406; AFAA Area Audit Office, Kelly AFB TX 78241; AFAA Area Audit Office/LVAS, McClellan AFB CA 95652; AFAA Area Audit Office/AUDGN, Robins AFB GA 31098; AFAA Area Audit Office, Tinker AFB OK 73145; AFAA Area Audit Office/REP, Wright-Patterson AFB OH 45433; AFAA Area Audit Office, Gunter AFS AL 36114; AFAA Area Audit Office, Denver CO 80279; AFAA Area Audit Office, Randolph AFB TX 78148; AFAA Area Audit Office, Wurtsmith AFB MI 48753; AFAA Audit Office, APO New York 09150.

Categories of individuals covered by the system:

Air Force Audit Agency active duty and reserve officer and enlisted personnel, and civilian employees.

Categories of records in the system:

Supervisor's Record of Employee; Record of Emergency Data; Notification of Personnel Action; Request for Personnel Action; Supervisory Evaluation of Employee Potential for First-Level Supervisory Positions; Supervisory Appraisal of Employee Current Performance-Auditor; Supervisory Appraisal of Employee Current Performance-Supervisory (General Schedule and Wage); Special Orders; Awards and Decorations information; Career Development data; AFR 30-30, Certifications; Appointment of Additional Duties; Application, Request for Investigation, Clearance, Unescorted Entry, Access Authorization Certificate; Letters of Recognition, Achievement, Congratulations or Commendation; Notification of Permanent Change of Station (PCS) Assignment; Quality Evaluation of First-Time Office Chiefs; Requests for Transfer, Separation, and Retirements; Officer Career Objective Statements; Airman Assignment Preference Statement, Recommendation for Incentive Award; Supervisory Appraisal of Employee Current Performance-Middle and High Level Managerial and Executive; Qualifications Profile; Certification of Eligibility and Record of Personnel Security Clearance; Civilian Development Record; Data relating to Temporary Duty (TDY)/PCS trips; Evaluation Review/Critique Sheet; Orientation Checklist; Admission and Disposition Slip; Flying Attachment Data; Locator Cards; Supervisory Appraisal of Employee Current Performance - Clerical.

Authority for maintenance of the system:

10 USC 8032(b)(1), General duties.

Purpose(s):

Used by area office chiefs, supervisory auditors, clerical personnel, and region/division chiefs to collect data for informational, support, and evaluation purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency, Norton AFB, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers; financial institutions, educational institutions, and medical institutions; trade associations; automated system interfaces; police and investigating officers; the public media, bureau of motor vehicles; state or local government; international organizations; corporations; witnesses; and source documents.

Exemptions claimed for the system:

None.

F035 AFAA C

System name:

035 AFAA C Informal Airmen/Reserve Information Record.

System location:

HQ Air Force Audit Agency (AFAA), AFAA/CC, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

Air Force Audit Agency active duty and inactive reserve enlisted personnel.

Categories of records in the system:

Record of Emergency Data, Airman/Officer performance/effectiveness reports, Personnel Assignment Actions, Reassignment Orders, Assignment Preference Statement, Promotion Orders, Awards/Decorations - Orders and Citations, Enlistment Contract, Reserve Personnel Data Sheet, Applications for Active Duty Tours and Assignment Orders, Application for Reserve Assignment, Ready Reserve Service Agreement, Transitory correspondence pertaining to career management during individual's assignment to AFAA.

Authority for maintenance of the system:

10 USC 8032(b)(1), General duties.

Purpose(s):

Used to staff applications for reserve active duty tours, determine performance qualifications. Source documents to support entries in Personnel Data System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/AG), Norton Air Force Base, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager and the Director of Resource Management (AFAA/RM), Norton Air Force Base, CA 92409.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents, from the individual, and from the Consolidated Base Personnel Office (CBPO).

Exemptions claimed for the system:

None.

F035 AFCC A

System name:

035 AFCC A Scope Leader Program.

System location:

At Headquarters Air Force Communications Command (AFCC/DPRO), Scott AFB, IL 62225-6001.

Categories of individuals covered by the system:

Air Force active duty military personnel, officer grade, assigned to Air Force Communications Command (AFCC).

Categories of records in the system:

Personnel selected as potential candidates for 'tough job' and commander positions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Communications Command Regulation 500-16.

Purpose(s):

Used to monitor the assignment and replacement of unit Commanders in Air Force Communications Command (AFCC).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Retrievability based on presence of commander identification code. Computerized.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and computer system requiring user codes and passwords for access.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, macerating, burning or degaussing. Also destroyed by degaussing.

System manager(s) and address:

Director of Assignments, Deputy Chief of Staff Personnel, Headquarters, AFCC, Scott AFB, IL 62225-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager and include full name, rank and Social Security Number.

Record access procedures:

Record access can be obtained only through the System Manager.

Contesting record procedures:

The Air Force's rules for contesting contents and appealing initial determinations by the individual concerned are in Air Force Regulation 12-35.

Record source categories:

Information obtained from automated system interfaces.

Exemptions claimed for the system:

None.

F035 AFCC B

System name:

035 AFCC B Management Control System (MCS).

System location:

Communications Group, Directorate of Management Support (7CG/XMI),, Pentagon, Washington, DC 20330-6345. Command and Control Systems Office, Chief of Administration (CCSO/DA), Tinker AFB, OK 73145.

Categories of individuals covered by the system:

Air Force active duty military personnel and civilian employees.

Categories of records in the system:

Locator type files including the individual's name, home address, home phone, etc. and records relating to the office the individual is assigned to, their authorized and assigned grade, duty title, duty AFSC, position number, date they were assigned to this organization, date they will depart, control tour code, assignment availability date, overseas tour start date, short tour return date; who their supervisor is, date supervision began, type of performance report, date of last report and date of next report. Also contains training information for military and civilian personnel assigned to 1st ISG and CCSO consisting of course completions by date and educational level, his immediate supervisor's duty phone.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

The MCS system was established as a management tool to provide commanders and office managers with information concerning their overall manpower picture to aid them in scheduling workload requirements in support of their organization's assigned mission. This system also acts as a Central Locator File and also allows a variety of manpower reports to be produced.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Locator information is provided for official business or with individual consent.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

MCS Administrator, Directorate of Management Support, 7CG, Pentagon, Washington, DC 20330-6345. Chief of Administration, Command and Control Systems Office, Tinker AFB, OK 73145.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from individual or personnel records.

Exemptions claimed for the system:

None.

F035 AFIS A

System name:

035 AFIS A Intelligence Reserve Information System (IRIS).

System location:

Directorate, Intelligence Reserve Forces, Air Force Intelligence Service (HQ AFIS/RE), Ft Belvoir, VA 22060.

Categories of individuals covered by the system:

Air Force Reserve personnel assigned or attached to the Directorate, Intelligence Reserve Forces (AFIS/RE); transferred or retired reservists from AFIS/RE, or reservists who have applied for assignment to AFIS.

Categories of records in the system:

Biographic information (personal and military), language information, education information, reserve tour duty information, home information, employment information, security information, personnel security access records, experience information (intelligence and civilian foreign area knowledge), scientific and technical information, specialty information, weight control information, Air Force attache information, locator information, Officer Effectiveness Report (OER), and Reserve Noncommissioned Officer Performance Report (APR(R)) information, training information, professional military education information, specialty course information, military decorations, unit awards, special trophies and awards, outstanding mobilization augmentee of the year information, special trophies and awards information, deserving airman commissioning program information, quality force retention board information, officer and enlisted promotion information, statutory tour information, mobilization information.

Authority for maintenance of the system:

10 USC 275, Personnel Records.

Purpose(s):

To manage the career (training, promotions, command assignments, and mobilization) of reservists assigned to AFIS/RE during peacetime. The users of this system include most USAF MAJCOMs/SOAs and various intelligence agencies. The IRIS enables this directorate to efficiently manage the reserve resources for the MAJCOMs/SOAs to insure the individual reservist is fully qualified for both his peacetime and wartime duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained on computer paper printouts.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director Intelligence Reserve Forces (HQ AFIS/RE), Air Force Intelligence Service (AFIS), Ft Belvoir, VA 22060.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual, Air Reserve Personnel Center.

Exemptions claimed for the system:

None.

F035 AFOSI B

System name:

035 AFOSI B Career Development Folder.

System location:

Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Categories of individuals covered by the system:

All officers on active duty and all reservists assigned to the Air Force Office of Special Investigations (AFOSI). Also includes those AFOSI officer special agents assigned to any Department of Defense (DOD) activity or DOD sponsored program.

Categories of records in the system:

Records concerning officers on active duty include records of counseling, Officer Career Objective Statements, career development patterns, military special orders, pertinent certificates of courses attended. Records concerning reservists include biographical information (personal and military), employment information, unique or special skills, and applicable career correspondence.

Authority for maintenance of the system:

10 USC 275, Personnel Records, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

To monitor and develop career progression. Used by career monitors to ascertain individual career objectives, to recommend job and school assignments, and to counsel personnel. Used by the Commander, supervisors, and personnel specialists in the assignment selection process based on individual eligibility, desires, and special qualifications. User determines if reservist is qualified to perform special reserve tour.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on computer and computer output products.

Retrievability:

Filed by name. Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked rooms. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until reassignment outside of AFOSI or separation/retirement; records are destroyed within 90 days after such actions by tearing into pieces, shredding, pulping, macerating, burning or erasing magnetic disk.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Data is extracted from individual training and military/civilian personnel records and voluntary data submissions by individual.

Exemptions claimed for the system:

None.

F035 AFOSI C

System name:

035 AFOSI C Informational Personnel Records.

System location:

Air Force Office of Special Investigations, Washington, DC 20314.

Categories of individuals covered by the system:

All fraud, criminal, polygraph, technical services, and counterintelligence trained Air Force Office of Special Investigations (AFOSI) and USAF Defense Investigative Service (DIS) special agents.

Categories of records in the system:

Records for each special agent listing investigative schools attended and experience level attained, polygraph examiner training and performance records, records indicating personnel who have volunteered for the Counterintelligence Program and special agents in the program, and technical services training records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by the Director of Fraud Investigations to program personnel for advanced fraud training and to identify personnel for assignment as fraud specialists, used by the Director of Criminal Investigations to evaluate polygraph examiner performance and to select polygraph examiners. Also used to determine polygraph examiner qualification for retention or termination as a certified Department of Defense polygraph examiner, used by the Director of Special Operations to program personnel for counterintelligence training and to identify volunteers for training in that area, and used by the Director of Technical Services to program personnel for advanced technical training and to identify personnel for assignment as technical services specialists.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in card files.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets, safes and in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Office of Special Investigations, Washington, DC 20314.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Data is extracted from individual training and military/civilian personnel records.

Exemptions claimed for the system:

None.

F035 AFOSI D

System name:

035 AFOSI D Internal Personnel Data System.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332.

Categories of individuals covered by the system:

All personnel assigned to the Air Force Office of Special Investigations (AFOSI) and all Air Force military personnel assigned to the Defense Investigative Service (DIS).

Categories of records in the system:

Records reflecting unit authorized positions and unit assigned personnel.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties, delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

to manage AFOSI and DIS personnel resources. Used by personnel specialists in all assignment and manning actions. Used to monitor special agent experience level at each operating installation. Used to publish strength accounting reports. Used by the Director of Fraud Investigations to manage fraud coded positions and personnel assigned to fraud operations. Also used to program personnel for advanced fraud training. Used by the Director of Criminal Investigations to manage criminal coded positions and to identify personnel for assignment as criminal specialists. Also used to program personnel for advanced criminal training. Used by the Director of Special Operations to manage counterintelligence and counterespionage positions and to identify personnel for assignment as specialists in these areas. Also used to program personnel for advanced training in these areas. Used by Budget and Accounting Specialists for tracking anticipated personnel travel funds associated with permanent change of station moves. Used by the Commander for locator purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and on computer paper printouts.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Data is extracted from individual military/civilian personnel records.

Exemptions claimed for the system:

None.

F035 AFRES A

System name:

035 AFRES A Personnel Interview Record.

System location:

Reserve units located on or serviced by Andrews AFB DC 20331; Barksdale AFB LA 71110; Bergstrom AFB TX 78743; Carswell AFB TX 76217; Charleston AFB SC 29404; Dobbins AFB GA 30069; Dover AFB DE 19902; Eglin AF Aux Fld 3 FL 32542; Gen Billy Mitchell Fld WI 53207; Greater Pittsburgh IAP PA 15231; Grissom AFB IN 46971; Hill AFB UT 84056; Homestead AFB FL 33039; Keesler AFB MS 39534; Kelly AFB TX 78241; March AFB CA 92508; Mather AFB CA 95655; Maxwell AFB AL 36112; McChord AFB WA 98438; McGuire AFB NJ 08641; Minneapolis-St Paul IAP MN 55450; Naval Air Station, New Orleans LA 70146; Niagara Falls IAP NY 14304; Norton AFB CA 92409; O'Hare Air Reserve Forces Facility IL 60666; Petterson AFB CO 80914; Richards-Gebaur AFB MO 64030; Rickenbacker ANG Base OH 43217; Scott AFB IL 62225; Selfridge ANG Base MI 48045; Tinker AFB OK 73145; Travis AFB CA 94535; Westover AFB MA 01022; Willow Grove Air Reserve Facility PA 19090; Wright-Patterson AFB OH 45433; and Youngstown Municipal Aprt OH 44473.

Categories of individuals covered by the system:

All USAF Reserve non prior service and prior service applicants.

Categories of records in the system:

Data on military and civilian history for interviewing and tentatively qualifying a prospect.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used for interviewing.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in case files.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files for 1 year after cutoff for permanently disqualified applicant, or 1 year after separation.

System manager(s) and address.

HQ AFRES/RS, Robins AFB, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual.

Exemptions claimed for the system:

None.

F035 AFRES B

System name:

035 AFRES B Recruiters Automated Management System (RAMS).

System location:

All Reserve Recruiting locations, AF Reserve numbered Air Forces and HQ Air Force Reserve, Robins AFB, GA 31098.

Categories of individuals covered by the system:

Current or former officers and enlisted personnel from all branches of the services making application for assignment to the Air Force Reserve; nonprior service personnel making application for the Air Force Reserve; and Air Force personnel on Reserve recruiting duty.

Categories of records in the system:

Records for high school seniors who are ASVAB tested and meet the basic Air Force Reserve enlistment criteria showing name, mailing address, test scores, and location of high school. Enlistment processing records for prior service Air Force and other military services, and nonprior service personnel, showing name, SSN, mailing address, ZIP Code, educational level, processing date, lead source code, and other personal data such as date of birth, sex, phone number, number of years of prior service, MOS or AFSC held, duty AFSC, and date of enlistment. Resumes and other data elements to record name, date of birth, service dates, assignment status, grade, salary, promotion and step increase dates, occupational series, AFSC, skill level, position title, educational level, professional/scientific status, special training awards, publications, handicap, minority and sex codes.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and 10 USC 503, Enlistments: Recruiting campaigns.

Purpose(s):

Provides data concerning the professional qualifications for selection and utilization of personnel, for position management and to perform certain scientific and technical research efforts in program support. To furnish leads to field recruiters from various advertising campaigns and other sources. To track leads to ensure follow-up by recruiters. To provide recruiters with management tools to follow-up on recruiting programs. To determine which sources of leads produce the greatest number of accessions. To provide a system by which resources areas may be mechanized and managed more efficiently used to prepare statistical compilations to ensure quality review of recruiting workflow/products.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer and computer output products, and in paper form.

Retrievability:

Filed by name or SSN.

Safeguards:

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings, and locked rooms.

Retention and disposal:

Enlistment processing records are retained until no longer needed for recruiting purposes; recruiter records are retained for one year after individual is removed from recruiter production status. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record. Recruiter information is retained in computer file or office file until reassignment or separation when it is destroyed.

System manager(s) and address:

HQ AFRES/RS, Robins AFB, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requests must contain full name and current mailing address.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from military and civilian personnel records, and managers and supervisors of individuals.

Exemptions claimed for the system:

None.

F035 AFSC A

System name:

035 AFSC A Personnel Management Information System for AFSC Commanders.

System location:

AFSC Headquarters, Divisions, Centers, and Laboratories.

Categories of individuals covered by the system:

Air Force officer, enlisted, and civilian personnel assigned to or scheduled for assignment to various AFSC organizations.

Categories of records in the system:

Resumes and other data elements to record name, date of birth, service dates, assignment status, grade, salary, promotion and step increase dates, occupational series, AFSC, skill level, position title, educational level, professional/scientific status, special training, awards, publications, handicap, minority and sex codes.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Provides data concerning the professional qualifications for selection and utilization of assigned personnel, for position management, and to perform certain scientific and technical research efforts in program support.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to prepare nominations for honors and as awards, and as background for evaluating requests for admission to professional societies or professional training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products and in binders or file cabinets.

Retrievability:

Normally, data is retrieved by use of non-personal information, such as organizational unit, occupational series, grade, or other workforce characteristics, but may be retrieved by name, SSN, or position member.

Safeguards:

(1) Records are accessed by the records custodian or by other persons responsible for servicing the records system in performance of their official duties. (2) Records are controlled by personnel screening and by computer system software. (3) Records are maintained in locked cabinet or other secured containers.

Retention and disposal:

Retained in computer file or secured office file until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Upon reassignment or separation, information in the computer file relating to the individual is deleted from the data base.

System manager(s) and address:

Commanders, Executive Officers, Product Managers of various AFSC subordinate organizations.

Notification procedure:

Requests from individuals should be addressed to the specific manager/Record Custodian at subordinate AFSC organizations.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager

Record source categories:

Information will be obtained from military and civilian personnel records, managers and supervisors of individuals on a voluntary basis.

Exemptions claimed for the system:

None.

F035 ARPC A

System name:

035 ARPC A Administrative Discharge for Cause on Reserve Personnel.

System location:

Air Reserve Personnel Center, Denver, CO 80280, (all Reserve personnel other than unit assigned); Headquarters Air Force Reserve, Robins Air Force Base, GA 31098, (AFRES unit assigned Reserve personnel).

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Board proceedings, board waiver, recommendations, and other records which result in discharge.

Authority for maintenance of the system:

10 USC 1162, Reserves: Discharge; 1163, Reserve components; limitation on separation as implemented by Air Force Regulation 1, Vol III, Separation Procedures for USAFR Members; AFR 35-24, Disposition of Conscientious Objectors; and ARPCR 45-19, Discharge for Inability to Locate.

Purpose(s):

To effect the administrative separation of officer members of the United States Air Force Reserve (USAFR) from their appointment as reserve Officers and to effect the administrative separation of enlisted members of the USAFR from their enlistment as reserve members.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records at ARPC are stored in lockable metal file cabinets. Records are protected by guards.

Retention and disposal:

Retained in office files for 1 year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. HQ AFRES forwards copies of actions resulting in discharge to the Air Reserve Personnel Center, Denver, CO 80280 for inclusion in the individual's Master Personnel Record Group. Individual's military personnel record is then forwarded to the National Personnel Record Center, 9700 Page Blvd, St Louis, MO 63132, for permanent storage.

System manager(s) and address:

Commander, Air Reserve Personnel Center (ARPC), Denver, CO 80280; Vice Commander, Headquarters Air Force Reserve, Robins Air Force Base, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280, (non-unit assigned personnel), or the Chief, Personnel Actions Division, HQ AFRES/DPAA, Robins Air Force Base, GA 31098, (AFRES unit assigned personnel). Written requests for information should contain full name, SSN, current mailing address, and if known, the case (control) number on correspondence received from ARPC or HQ AFRES. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Building 444, Lowry Air Force Base, CO between 8:00 a.m. and 3:00 p.m., or Headquarters Air Force Reserve, DPAA, Bldg 210, Robins Air Force Base, GA, 8:00 a.m. and 4:45 p.m., on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the persons identification.

Record access procedures:

Individuals may obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667 (Toll Free 1-800-525-0102 Ext 206) (Non-Unit Personnel), or the Chief, Personnel Actions Division, (AFRES/DPAA), Bldg 210, HQ AFRES, Robins Air Force Base, GA 31098; telephone (912) 926-3107 (Unit Assigned Personnel).

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions, police and investigating officers and from witnesses.

Exemptions claimed for the system:

None.

F035 ARPC B

System name:

035 ARPC B Informational Personnel Management Records.

System location:

Air Reserve Personnel Center, Denver, CO 80280; Headquarters United States Air Force, Washington, DC 20330; United States Air Force Academy, CO 80440; major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel. Civilian/active military applicants to the Air Force Reserve. Retired and former Air Force military personnel.

Categories of records in the system:

Officer and airman assignment files which includes correspondence, memos, completed forms, messages, and vacancy authorization data for assignment approvals, disapprovals, waivers, manning assistance, discharges, screening data, orders, evaluation reports, documents changing training category, personnel data, photographs, chaplain ecclesiastical endorsement, record of security clearance; miscellaneous correspondence to and from individual; documents pertaining to individual that are not authorized for inclusion in other military personnel record systems; case file of reserve personnel placed on active duty containing copies of special and reserve orders, correspondence, documents complete with information used for travel overseas; assignment instructions; list of actions taken by technician; board actions on involuntary airmen; certified receipts acknowledgement of receipt of special orders card.

Authority for maintenance of the system:

10 USC 274, Retired Reserve; 275, Reserve personnel; 672, Reserve components generally; 673, Ready Reserve and Executive Order 11366, 4 August 1967; 10 USC Chapter 103, Senior Reserve Officer Training Corps; 10 USC 262, Purpose; and 2001, Reserve components; 8012, Secretary of the Air Force: Powers and duties; delegation by; 8067, Designation: Officers to perform certain professional functions as implemented by Air Force Regulation (AFR) 35-41, Vol I, Assignments Within the Reserve Components, AFR 35-41, Vol II, Reserve Training; and AFR 35-44, Military Personnel Records System.

Purpose(s):

Used to determine eligibility/suitability for assignment/reassignment with the Air Force Reserve; determine eligibility for retired related action, to make determinations on discharges or mobilization, deferments, fulfillment of statutory requirements, voluntary and involuntary order to extended active duty (EAD) and temporary release, status of active duty tour, position occupied; training reports. These include but are not limited to members participating in the Chaplain, Judge Advocate, Surgeon General Program. Records maintained as a historical file. Answers to correspondence/telephone inquiries; updating and/or changing information in computer and/or individual reservist record. Used as a reference file to answer inquiries from Reservist being called to active duty, to send gaining active units additional copies as requested, used as substantiating documents to show action was taken in accordance to prescribing directives. Information on personnel in the Chaplain, Judge Advocate, Surgeon General and other officer management programs is used by personnel responsible for program in order to assist Reservists in their careers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/card files/note books/binders and in visible file binders/cabinets.

Retrievability:

Filed by name, by Social Security Number (SSN), and ascending AFSC order, rank and name.

Safeguards:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retain in office files until inactivation, reassignment or separation, no longer needed for reference or one year after annual cut-off. Then destroy by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) is responsible for records at ARPC in Denver, CO. Individuals included in above records systems should deal directly with agency official of respective location to exercise their rights under the act.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should include full name of individual, Social Security Number (SSN), current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in the Records Review Room, ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m., on normal workdays. For personal visits, the individual should provide current Reserve ID card and/or drivers license and give some verbal information that could verify his/her identity from the records.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information supplied by individual as relates to but not limited to requesting assignment, application for retirement, military orders, personnel data, master personnel record, correspondence, statement of military service from other military components; annual survey and advance personnel data system, correspondence from serving Consolidated Base Personnel Office/Consolidated Reserve Personnel Office and Major Command units. Instructions from Air Force Military Personnel Center, Randolph Air Force Base, San Antonio TX 78150, instructions and board actions from Air Force Reserve (AFRES), DPAA, Robins Air Force Base, Warner Robins GA 31093 and Air Force Training Corps/SDAA, Maxwell Air Force Base, Montgomery AL 36112 and the National Guard Bureau, Washington DC 20310, and other Air Command, instructions from Headquarters/JAEC, Washington DC 20314. Information from source documents prepared on behalf of the Air Force Advance Personnel Data System.

Exemptions claimed for the system:

None.

F035 ARPC C

System name:

035 ARPC C Correction of Military Records of Officers and Airmen.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel and Air National Guard personnel.

Categories of records in the system:

Case files containing letters from individual reservist requesting correction of military record, related documents and replies to reservist.

Authority for maintenance of the system:

10 USC 275, Personnel records as implemented by Air Force Regulation (AFR) 31-3, Air Force Board for Correction of Military Records and Air Reserve Personnel Center Regulation 45-4, Correction of Military Records.

Purpose(s):

Used by Office Managers and Section supervisors and technicians to process correction of reserve records when requested. Base files are sent to Manpower and Personnel Center for final action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

Retention and disposal:

Destroyed after 3 years by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's SSN.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

From personnel records.

Exemptions claimed for the system:

None.

F035 ARPC D

System name:

035 ARPC D Data Change/Suspense Notification.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Correspondence and forms used to record discrepancies or changes.

Authority for maintenance of the system:

10 USC 275, Personnel records as implemented by Air Force Regulation (AFR) 35-41, Vol I. Assignments Within the Reserve Components and Air Reserve Center Regulation 45-7, Annual Survey.

Purpose(s):

To resolve discrepancies detected during annual records review.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

Retention and disposal:

Retained in office files for 1 year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from source documents prepared on behalf of the Air Force Advance Personnel Data System or supplied by Reservist.

Exemptions claimed for the system:

None.

F035 ARPC E

System name:

035 ARPC E Flying Status Actions.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Correspondence and related documents pertaining to request for suspension, nonrated officer utilization, aeronautical rating data documents that pertain to aeronautical ratings or suspensions and request for update of the uniform officer record and applications for other flying status/actions.

Authority for maintenance of the system:

10 USC 275, Personnel records as implemented by Air Force Regulation (AFR) 35-13, Aviation Service, Aeronautical Ratings and Badges and Air Reserve Personnel Center Regulation 45-15, Disqualification of Rated Reserve Officers from Aviation Service.

Purpose(s):

To track each action taken until computer action is complete; reservist is informed and file copy is in master personnel record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from source documents prepared on behalf of the Air Force advanced personnel data system or supplied by reservist.

Exemptions claimed for the system:

None.

F035 ARPC F

System name:

035 ARPC F Biographical File.

System location:

At Air Reserve Personnel Center, Denver, CO 80280, Ecclesiastical endorsing agencies if appropriate.

Categories of individuals covered by the system:

Air Force Reserve personnel assigned to but not limited to the Chaplain (HC) and Surgeon (SG) programs.

Categories of records in the system:

Biographies provided by members, correspondence, orders and/or forms containing information as to individual name, rank, Social Security Number (SSN), service dates, date of birth, unit assignments, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, and names of family members, religion of chaplains, professional expertise and appointments, membership in professional societies, civic activities and state of licensure.

Authority for maintenance of the system:

10 USC 262, Purpose, 8067, Designation: Officers to perform certain professional functions as implemented by Air Force Regulation (AFR) 35-41, Vol I, Assignments Within the Reserve Component AFR 35-41, Vol II, Reserve Training; Air Reserve Personnel Center Regulation (ARPCR) 45-10, Personnel Administration for Members of the Chaplain Candidate Program.

Purpose(s):

To select chaplains, legal, medical field reserve officer personnel for special duties according to specific expertise required. Chaplain records are used by Chaplains Office personnel, medical reservist records are used to provide the ARPC/SG, Surgeon General, Major Command surgeons, USAF/RE, and Reserve Regions an in-depth personal history of Reservist Medical Officer.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in note books/binders.

Retrievability:

File alphabetically by name or by SSN.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties, and by commanders of medical centers and hospitals. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to Documentation Management Officer ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, SSN, current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in Records Review Room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her military personnel record, his/her religion if in the Chaplain program.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Provided by individual Reservist.

Exemptions claimed for the system:

None.

F035 ARPC G

System name:

035 ARPC G Officer Promotions.

System location:

Air Reserve Personnel Center, Denver, CO 80280; Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Air Force active duty officer personnel. Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Proceedings, findings and related documents such as rosters, board membership and board support and orders announcing promotion.

Authority for maintenance of the system:

10 USC 8362, Commissioned officers: Selection boards; 8366, Commissioned officers: Promotion to captain, major, or lieutenant colonel; 8367, Commissioned officers: Promotion to captain, major, or lieutenant colonel; selection board procedures; 8371, Commissioned officers: Air Force Reserve; promotion to colonel as implemented by Air Force Regulation (AFR) 36-11, Permanent Promotion of Regular and Reserve Officers.

Purpose(s):

Used by promotion division personnel in preparation for promotion boards and by the actual promotion board when convened.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in note books/binders.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system, and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

Retention and disposal:

Retained in office files for 2 years after annual cut-off, then retired to Washington National Records Center, Washington, DC 20409, for permanent retention.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC).

Notification procedure:

Requests from individual should be addressed to Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, SSN (Social Security Number). Current address and the case (control) number shown on correspondence received from center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current reserve i.d. card and/or drivers license and give some verbal information that could verify his/her record.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone area code (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F035 ARPC I

System name:

035 ARPC I Requests for Discharge from the Air Force Reserve.

System location:

Headquarters Air Force Reserve, Robins Air Force Base, GA 31098.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Applications and other documents related to discharge or separation by reason of dependency or hardship or for the convenience of the government.

Authority for maintenance of the system:

10 USC 1074, Personnel records.

Purpose(s):

To track each action taken until computer action is complete, reservist is informed and file copy is in Master Personnel Record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards and stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. HQ AFRES forwards copies of actions resulting in discharge to the Air Reserve Personnel Center, Denver, CO 80280 for inclusion in the individual's Master Personnel Record Group.

System manager(s) and address:

Vice Commander, Headquarters Air Force Reserve, Robins Air Force Base, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Chief, Personnel Actions Division, HQ AFRES/DPAA, Robins Air Force Base, GA 31098 (AFRES unit assigned personnel). Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC or HQ AFRES. Records may be reviewed in Headquarters Air Force Reserve, DPAA, Building 210, Robins Air Force Base, GA between 8:00 a.m. and 4:45 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from AFRES/DPAA, Bldg 210, HQ AFRES, Robins Air Force Base, GA 31098, telephone (912) 926-3107.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from source documents prepared on behalf of the Personnel Data System or supplied by reservist.

Exemptions claimed for the system:

None.

F035 ATC A

System name:

035 ATC A Officer Training School Resource Management System School Staff.

System location:

Officer Training School (OTS), Lackland Air Force Base, TX 78236.

Categories of individuals covered by the system:

Personnel assigned to the school staff.

Categories of records in the system:

Permanent party records contain name, SSN, date of birth, sex, marital status, number of dependents; local address and phone; duty section and phone, date assigned to OTS, date assigned current position, other positions held at OTS and the dates, date available for reassignment, extension indicator; college degrees, colleges attended, graduation dates, majors, currently enrolled indicator; instructor evaluations; AFSC data, pending assignment indicator, date due to depart, flight commander history showing number of flights and class numbers.

Authority for maintenance of the system:

10 USC Chapter 907, Schools and Camps as implemented by Air Force Regulation 53-27, Officer Training School USAF (OTS) and Air Training Command Regulation 53-3, Administration of the Officer Training School Program.

Purpose(s):

Used by the OTS Commander and staff to monitor instructor performance, identify trends, isolate problems, and improve the quality of instruction and training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tape, disk units, and computer printouts.

Retrievability:

Data on an individual is retrieved by use of the SSN.

Data may only be retrieved by use of a user code for access to the terminal and a password for access to a specific record. Printed output is only distributed to authorized users. Main computer and locked history files container are in a room that has controlled access and is locked when unoccupied. Terminal keyboards have a security mechanism to preclude unauthorized use.

Retention and disposal:

Permanent party individual records are destroyed upon reassignment.

System manager(s) and address:

Registrar, Officer Training School, Lackland Air Force Base, TX 78236.

Notification procedure:

Request for information should be addressed to the System Manager, and must contain name and address.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations, by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from the individual, personnel specialists and members of the registrar's office.

Exemptions claimed for the system:

None.

F035 ATC B

System name:

035 ATC B Air Force Junior ROTC (AFJROTC) Applicant/Instructor System.

System location:

AFROTC/OTJI, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

AFJROTC instructor applicants and instructors.

Categories of records in the system:

Application for AFJROTC instructor duty, processing checklist, applicant evaluation forms, interview record, last 10 Airman Performance Reports or Officer Effectiveness Reports or summary of last 10 reports which includes period of supervision and overall evaluation, letter requesting Defense Central Index of Investigation (DCII) name check, photograph, Report of Separation from Active Duty, Retirement Order (if applicable), Commander's recommendation (for noncommissioned officers on active duty only), miscellaneous correspondence such as resume and letter of recommendation, copy of AF retirement physical and Physical Evaluation Board Findings if applicant is retired with 30 percent or more disability awarded by VA, letter requesting medical evaluation of AFJROTC instructor applicants for personnel retired with 30 percent or more disability, letter verifying dependents, instructor preference card, instructor intent letter, contract data cards, termination letters, certification certificates, AFROTC Form 0-217, Change in AFJROTC Instructor Status, AFROTC Form 0-214, AFJROTC Instructor Contract Card, AFROTC Form 98 or 0-218, Air Force Junior ROTC Instructor Evaluation Report, letters pertaining to appeals of ratings and/or comments on AFROTC Form 98 or 0-218 and instructor termination questionnaire.

Authority for maintenance of the system:

10 USC 102, Junior Reserve Officers' Training Corps; and Air Force Regulation 45-39, Air Force Junior Reserve Officers' Training Corps.

Purpose(s):

Used to evaluate applicant qualifications for employment as AFJROTC instructors. Also used to determine if instructor is meeting Air Force standards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer magnetic tape and computer printouts.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFROTC/OTJI, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Individuals who write must furnish name, grade, SSN, unit of assignment and address. Visitors must show armed forces identification card and some additional source of positive identification

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, witnesses and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Exemptions claimed for the system:

None.

F035 ATC C

System name:

035 ATC C Air Force Reserve Officer Training Corps Qualifying Test Scoring System.

System location:

AFROTC/RRUR, Maxwell Air Force Base, AL 36112, and portion pertaining to each AFROTC detachment located at the respective detachment. Official mailing addresses of the detachments are in the Department of Defense Directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

Air Force applicants testing at Air Force detachments.

Categories of records in the system:

Name, detachment, date of test, test scores, Social Security number, air science year, number of test administrations, institution category, race, sex, marital status, education level, and program applying for.

Authority for maintenance of the system:

10 USC Chapter 103, Senior Reserve Officers' Training Corps; Military Selective Service Act of 1967, Section 6, (50 USC 456); 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 45-48, Air Force Reserve Officers' Training Corps (AFROTC).

Purpose(s):

Scores are used against criteria for entrance into AFROTC, and as a measure of quality. Scores are entered in cadet records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets, and computer magnetic tapes and computer paper printouts.

Retrievability:

Filed by name, Social Security Number (SSN), location of test administration and date of testing.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software. Buildings are secured after duty hours.

Retention and disposal:

AFROTC/RRUR will maintain records of scores attained on tests administered at AFROTC detachments for a period of six years. Records are destroyed by tearing into pieces, maceration, burning or degaussing. Air Force Human Resources Laboratory, Brooks Air Force Base, TX 78235 is official repository for permanent record of all AFOQT scores.

System manager(s) and address:

Chief, Resource Systems and AFOQT Branch, AFROTC/RRUR, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requests should include full name, SSN, location of test administration, and date of testing.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual's knowledge of subject being tested.

Exemptions claimed for the system:

None.

F035 ATC D

System name:

035 ATC D Basic Trainee Interview Record.

System location:

United States Air Force Recruiting Service Liaison Office (RSL), Lackland Air Force Base, TX 78236.

Categories of individuals covered by the system:

United States Air Force Basic Trainees who register complaints concerning their enlistment in the United States Air Force.

Categories of records in the system:

Records resulting from personal interviews with basic trainees who file complaints about their enlistment, including, but not limited to, investigations on each complaint, conclusions and recommendations.

Authority for maintenance of the system:

10 USC 503, Enlistments: Recruiting campaigns; and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

Purpose(s):

Provides a written record of interviews with basic trainees who register complaints about the enlistment procedure. The data is used by the Recruiting Service Liaison Office to investigate the complaints and keep the Commander, United States Air Force Recruiting Service advised of the nature of complaints being received. It is also used as the basis for making procedural changes in the United States Air Force Recruiting Service when a trend develops in a specific area.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name or Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in the performance of their official duties and by those who are properly screened and cleared for need-to-know. As a physical safeguard these records are stored in a secured building and locked office.

Retention and disposal:

Records are cut off at the end of each calendar year, held for one additional year, then destroyed by shredding.

System manager(s) and address:

Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland Air Force Base, TX 78236.

Notification procedure:

Individuals may contact the Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland Air Force Base, TX 78236. Requests must contain full name, and current mailing address.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Records contain specific complaints/allegations made by the individual and responses to the complaints/allegations by appropriate Air Force Recruiting Service personnel.

Exemptions claimed for the system:

None.

F035 ATC F

System name:

035 ATC F Lead Management System (LMS).

System location:

Air Force Opportunity Center (AFOC) (Duties of this Center are performed by a civilian contractor who is engaged by the Air Force to provide lead fulfillment services to Headquarters, United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150. Location depends on the contractor.)

Categories of individuals covered by the system:

Respondents to United States Air Force Recruiting Service advertisements and referrals made by active duty military personnel, retired military personnel and Air Force civilian employees.

Categories of records in the system:

Respondent's inquiry record containing name, SSN, address, date of birth, sex, telephone number, advertising medium, recruiting program in which interested, and source of referral, including name and Air Force base assigned. Recruiter contact records containing success of contract efforts, reason for not contacting, how contact was made, confirmation of educational level, qualification of individual and status of individual.

Authority for maintenance of the system:

10 USC 503, Enlistments: Recruiting campaigns; and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

Purpose(s):

The contractor fulfills requests from respondents for information about the Air Force and notifies appropriate recruiting activities of respondent's interest. Contractor develops statistical summaries which are used by USAF Recruiting Service to evaluate the effectiveness of the advertising and referral programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian and by persons responsible for servicing the system.

Retention and disposal:

Retained by contractor at the AFOC for two years, then destroyed. HQ USAF Recruiting Service computer paper printouts retained for 60 days, then destroyed. Subordinate recruiting activities files retained for one year after final follow up action is complete, then destroyed.

System manager(s) and address:

Director, Advertising, USAF Recruiting Service, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual respondent and automated system interfaces.

Exemptions claimed for the system:

None.

F035 ATC G

System name:

035 ATC G Recruiting Activities Management Support System (RAMSS).

System location:

HQ United States Air Force Recruiting Service, Operations Directorate (RSO), Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Other military services Delayed Enlistment Program (DEP) and active duty enlistees. Applicants for Air Force officer commissioning programs. Air Force enlisted personnel on recruiting duty.

Categories of records in the system:

Air Force enlistment processing records showing name, SSN, scores on all qualification tests, physical job qualifications, job preferences, jobs offered, jobs accepted, other personal data relevant to jobs offered, recruiting and processing locations, education data, and dates of processing. Airman trainee history records containing name, SSN, and other personnel data for assignment from basic military training, revised job preferences, security clearance investigations, dependent data, education, test scores, grade and promotions, biographical history, physical information, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation data, classification data, service dates, technical school eliminations, separations, honor graduates, and Article 15/ courts-martial records for high school seniors who are ASVAB tested and meet the basic Air Force enlistment criteria showing name, mailing address, test scores, and high school where tested. Enlistment processing records for other military services showing SSN, name, state and county of residence, test scores, educational level, physical profile, processing date and location, prior service, and other personal data such as age, sex, race, marital status, and number of dependents. Officer applicant records showing SSN, name, and other educational and personal data necessary for the processing of candidates for commissioning as as Air Force Officer. Air Force enlisted recruiter individual records showing such items as SSN, name, recruiting office assigned, and date assigned to Recruiting Service.

Authority for maintenance of the system:

10 USC 503, Enlistments: Recruiting Campaigns and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service)

Purpose(s):

To furnish leads to the field recruiters derived from the high school ASVAB testing program, evaluate Air Force recruiters on effectiveness of screening out potential under/overweight applicants, evaluate recruiter's and job counselor's activity and efficiency levels, analyze preenlistment job cancellations for common reasons, analyze post-enlistment training pipeline attritions for common reasons, evaluate Air Force job reservation pool and past enlistments for effect of potential changes in enlistment policies in areas such as mental qualifications and physical qualifications, evaluate interservice recruiting performance, screen other service enlistees from Air Force advertising lead files, determine pass/fail rates for mental and physical testing, track training performance of Air Force enlistees, study the correlation of job held with performance on the job, study correlation of quality indicators with post-enlistment performance, feedback to field recruiters of individual records on all training attritions, and analyze advertising responses. Used by the personnel record maintenance activity to cross-check file completeness and accuracy. Individual records are aggregated into various statistical analyses for all levels to ascertain recruiting and seasonal procurement trends, to predict future potential developments, and to assist in the development of procurement, classification, and assignment policies for Air Force military personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes, computer magnetic disks and computer paper printouts.

Retrievability:

Filed by name, SSN, or non-personal identifier.

Safeguards:

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings and locked rooms.

Retention and disposal:

Enlistment processing records and recruiter records are retained until no longer needed for recruiting purposes; potential enlistee records and high school test records are retained for two years; advertising lead records are retained for one year; interservice recruiting records are retained for six months. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record.

System manager(s) and address:

Chief, Management and Analysis Division, Directorate of Recruiting Operations, HQ United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Request must contain full name, and current mailing address.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The source of all records in the system are from automated system interfaces.

Exemptions claimed for the system:

None.

F035 ATC H

System name:

035 ATC H Recruiting Research and Analysis System.

System location:

HQ United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Applicants for the Officer Training School. Air Force active duty officer and enlisted personnel. Air Force civilian personnel assigned to Recruiting Service.

Categories of records in the system:

Survey analysis records containing such items as SSN, biographical and opinion survey data, supervisor's ratings, achievement, aptitude, reading, vocational interest and adjustment and temperament inventory scores, Air Force tech training class score, statistics and trend analysis.

Authority for maintenance of the system:

10 USC 503, Enlistments: Recruiting campaigns, and Air Training Command Regulation 33-2, Recruiting Procedures for the United States Air Force (Recruiting Service).

Purpose(s):

Research statistical reference file used by HQ United States Air Force Recruiting Service. Specific uses are to: (1) Evaluate the quality of Air Force military personnel procured by Air Force Recruiting Service, (2) develop a more objective screening process for entry into recruiting duty, and (3) develop opinion-based recommendations for recruiting effort improvements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders, computer products, and written reports.

Retrievability:

Information is retrieved by Social Security Number (SSN), study control number or name to build statistical files.

Safeguards:

File folders stored in file with lock. Computer records are physically safeguarded by controlled access to the computer facility, and/or stored in file with lock. Records are accessed through computer run scheduling arrangements by persons responsible for servicing the record system in performance of their official duties. Computer paper printouts and reports are distributed only to authorized users.

Retention and disposal:

Records are retained until superseded, obsolete, no longer needed for reference, or on inactivation. They will then be destroyed by tearing into pieces, shredding, pulping, macerating, or degaussing.

System manager(s) and address:

Director of Marketing and Analysis, HQ United States Air Force Recruiting Service, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Social Security Number and full name are required to determine if the system contains a record relative to any specific individual. Valid proof of identity is required.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individuals, supervisors, from Air Force Technical Training Centers and from the Recruiting Activities Management Support System (RAMSS).

Exemptions claimed for the system:

None.

F035 ATC I

System name:

Status of Ineffective Recruiter.

System location:

Headquarters Air Training Command (ATC) Deputy Chief of Staff for Personnel (DCS/P), Randolph Air Force Base, TX 78150-5001 and Headquarters United States Air Force Recruiting Service (USAFRS), Randolph Air Force Base, TX 78150-5421.

Categories of individuals covered by the system:

Active duty ATC enlisted and officer recruiter personnel relieved from duty.

Categories of records in the system:

Individual military record containing active case data.

Authority for maintenance of the system:

10 U.S.C. 503, Enlistments: Recruiting campaigns, and Air Training Command Regulation 33-2, "Recruiting Procedures for the United States Air Force."

Purpose(s):

DCS/P and USAFRS use data to monitor relief actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked building.

Retention and disposal:

Retained in office files for one year after annual cutoff, then destroyed.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Randolph Air Force Base, TX 78150-5001.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Chief of Staff for Personnel, Randolph Air Force Base, TX 78150-5001.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Chief of Staff for Personnel, Randolph Air Force Base, TX 78150-5001.

Contesting record procedures:

The Air Force's rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Air Force Regulation 12-35, 32 CFR part 806b, or may be obtained from the system manager.

Record source categories:

Information is obtained from source documents, such as reports.

Exemptions claimed for the system:

None.

F035 HC A

System name:

035 HC A Chaplain Information Sheet.

System location:

Office Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Air Force active duty Chaplains.

Categories of records in the system:

Names, addresses, phone numbers of Chaplain and two next of kin, permanent home address of record, name and mailing address of denominational endorsing agency.

Authority for maintenance of the system:

10 USC 8032, General duties, and 8067(g), Designation: Officers to perform certain professional functions (Chaplains).

Purpose(s):

Used by the Chief of Chaplains as single manager in maintaining pastoral contact with Chaplains.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

Record source categories:

Individual Chaplain.

Exemptions claimed for the system:

None.

F035 HC B

System name:

035 HC B Chaplain Personnel Record.

System location:

Office of the Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Air Force active duty and retired, and Air Force Reserve Chaplains.

Categories of records in the system:

Chronological record of permanent change of station, promotion dates of rank, service schools attended, permanent address, martial status, number of dependents, name, grade, SSN/service number, Air Force Specialty Code, religious denomination, date of birth, release date.

Authority for maintenance of the system:

10 USC 8032, General duties, and 8067(g), Designation: Officers to perform certain professional functions (Chaplains).

Purpose(s):

To manage the Active Duty Chaplain force, to locate Marriage and Baptism Records through former Active Duty assignment records in cases of separated Chaplains when requested by former Parishoners.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

Record source categories:

Information obtained from automated system interfaces, from Assignment Action Documents and from individual member

Exemptions claimed for the system:

None.

F035 HC C

System name:

035 HC C Chaplain Personnel Action Folder.

System location:

Headquarters United States Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Active Duty Chaplains.

Categories of records in the system:

This is a grouping of information for each United States Air Force (USAF) chaplain. Items of information in these folders included the following: Current official photograph, current career brief, summary of education, Officer Career Objective Statement, Chaplain Services Personnel Evaluation, copy of chaplain's Ecclesiastical Endorsement, copy of Appointment orders, copy of initial Extended Active Duty Orders, Application for Extended Active Duty with the United States Air Force USAF, Application for Appointment as Reserve of the Air Force, student information sheets prepared while attending USAF Chaplain School Courses, copies of assignment action documents, correspondence between the chaplains and Headquarters USAF/Chief of Chaplains and requests for special personnel actions and dispositions curtailments, etc.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and 8067(g), Designation: Officers to perform certain professional functions (Chaplains).

Purpose(s):

The documents maintained in these folders are utilized by the Resource Manager in Headquarters United States Air Force/Chief of Chaplains, Personnel Division for assignment selection of chaplains. Because of the necessity to insure an equitable denominational spread of chaplains on an installation and to insure the proper placement of specially qualified chaplains, it is necessary to maintain current information on each chaplain.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records may be disclosed to endorsing agents concerning the qualifications of their chaplains for continued duty as representatives of their denominations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system, and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for 2 years after separation then destroyed by macerating or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's personnel action requests/preferences and information retrieved from the Advanced Personnel Data System (ADPS).

Exemptions claimed for the system:

None.

F035 MP A

System name:

035 MP A Files on General Officers and Colonels Assigned to General Officer Position.

System location: Headquarters, United States Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Reserve General Officers.

Categories of records in the system:

File contains resume of civilian and military experience, correspondence and orders, records Reserve participation, and listings with personnel data. Data includes: Name, grade, Social Security Number (SSN), date of birth, current address, telephone numbers, education, professional military education, and civilian occupation. An assignment folder is also used for initial review for a GO position. This file contains a copy of the Air Force (AF) Form 11, last five Officer Effectiveness Reports (OERs). When reviewed by the Chief of Air Force Reserve, a record of the personal interview and assignment recommendations are included with the file.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

These documents are maintained for initial assignments, reassignment and participation of officers assigned to Reserve GO positions, and to determine qualifications for initial and continued assignment to Reserve GO positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Files are maintained until no longer required for actions relating to the Reserve GO program and are then destroyed by tearing to pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

Notification procedure:

See exemption.

Record access procedures:

See exemption.

Contesting record procedures:

The Air Force access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Air Force forms, military personnel records, and correspondence generated or received in Personnel Division, Air Force Reserve, Headquarters United States Air Force (HQ USAF/REP).

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(7). For additional information, contact the System Manager.

F035 MP B

System name:

035 MP B Statutory Tour Program.

System location:

Headquarters United States Air Force, Washington, DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Reserve Component Officers (United States Air Force Reserve/Air National Guard United States) on Extended Active Duty.

Categories of records in the system:

Approval/Disapproval on original correspondence relating to the application (Air Force Form 125), Department of the Air Force Orders, Comments Director ANG, Chief of Air Force Reserve (AF/RE) and Assistant Secretary of the Air Force for Manpower and Reserve Affairs, Deputy for Reserve Affairs SAF/MRR.

Authority for maintenance of the system:

10 USC Chapter 11, Reserve Components; Chapter 805, The Air Staff; Chapter 841, Active Duty; 32 USC Chapter 7, Service, Supply and Procurement, Section 708 - Regulatory Authority; implemented by Air Force Regulation 45-22, Reserve Component Representation.

Purpose(s):

Documentary support of tour applications; approval/disapproval, initiation, termination and extension of statutory tours; used as historical reference not to exceed 2 years after tour termination; used by Air Force Manpower and Personnel Center/Air Reserve Forces Advisor (CG/CR); used for AFMPC/CG/CR as record of approval/disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by AF/RE, Director Air National Guard, National Guard Bureau NGB/CF and SAF/MRR as record of approval/disapproval.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Controlled entry building.

Retention and disposal:

Retained two years after completion of tour. Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force for USAFR component and Director ANG for ANGUS component.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application and correspondence generated in transmission and consideration of the application.

Exemptions claimed for the system:

None.

F035 MP C

System name:

035 MP C Personnel Action File (Officer Digest File).

System location:

Headquarters Air Force Military Personnel Center, Randolph AFB, TX 78150-6001 for active duty officers. Headquarters Air Reserve Personnel Center, Denver, CO 80280-5000 for nonactive duty USAFR officers, and Headquarters Air Force Reserve, Robins AFB, GA 31098-6001 for non-Extended Active Duty (EAD) unit assigned USAFR officers.

Categories of individuals covered by the system:

Air Force active duty officer personnel and USAFR officers who are the subject of a Digest File.

Categories of records in the system:

Composed largely of summaries/extracts or notices of the Air Force Office of Special Investigations (AFOSI) Reports of Investigation (ROIs). The system may also contain other official records or documents which reflect relevant derogatory information about officers, e.g., notice of involuntary separation proceedings, notice of Special Security File, reports of AWOL/Desertion status, administrative inquiries and investigations, Inspector General (IG) reports, and reports of violations of public trust in contract, procurement, and other matters. Additionally, a file will contain a statement regarding the subject matter from the officer if one is made, plus any comments and recommendations by the member's commander and intermediate commanders. A Digest File will contain copies of documentation used to notify the individual and a Decision Authority's decision to retain the file. The system of records also includes letters of notification when digest files are destroyed.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 36-25, Officer Digest Files.

Purpose(s):

Digest Files are reviewed by career management officials and Central Selection Boards at HQ USAF, HQ AFMPC, HQ ARPC or HQ AFRES as appropriate, to insure the propriety of personnel decisions finalized at those levels regarding promotion, assignment, mobilization, recall to extended active duty, selection, utilization and separation. The purpose of such review is to insure that individual career management decisions enhance the quality of professionalism in the Air Force.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper form.

Retrievability:

Filed alphabetically by name or numerically by Social Security Number (SSN).

Safeguards:

Records are accessed by persons responsible for servicing the record system and by other personnel whose names appear on an authorized access list indicating they have a need to know in the performance of their official duties. Records are stored in locked cabinets.

Retention and disposal:

Files are destroyed 2 years from date established, or 2 years from date new derogatory information is added. Decision authority may destroy active digest files sooner than the specified retention. Active files are destroyed when member separates, retires (including placement on the Temporary Disability Retired List (TDRL)), or dies, except files on officers who separate and are transferred to AFRES are forwarded to HQ ARPC/DPAAS. Digest Files may be destroyed following receipt of nonjudicial punishment under Article 15, UCMJ, or conviction by court-martial, if either action is based upon the same incident(s) which caused the creation of a Digest File and a copy of the Article 15 or court-martial order are filed in the Officer Selection Record (OSR), maintained at HQ AFMPC.

System manager(s) and address:

Promotion Division (HQ AFMPC/DPMAJ), Randolph AFB, TX 78150-6001 for active duty officers. HQ ARPC, Denver, CO 80280-5001 for nonactive duty USAFR officers, and HQ AFRES, Robins AFB, GA 31098-6001 for non-EAD unit assigned USAFR officers.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Written requests should contain the member's full name, rank, and SSN. Information may also be obtained by personal visit with the appropriate System Manager on normal workdays. Requests from individuals should be addressed to the, Promotion Division (AFMPC/DPMAJ), Randolph AFB, TX 78150-6001 for active duty officers or the Command Records Manager (HQ ARPC/DAD), Denver, CO 80280-5000 for nonactive duty USAFR officers. SAFR officers should also include current address and the case (control) number shown on any correspondence received from the Center. Information may be obtained by active duty officers by personal visit with the System Manager upon verification of the identification data required for written requests. Nonactive duty USAFR officers may review records in Record Receptionist's Review Room HQ ARPC, Denver, CO 80280, between 8:00 a.m. and 3:00 p.m. on normal workdays. For personal visits, the individual should provide current Reserve ID cards and/or drivers license and present some verbal information that could verify their identity from their record.

Record access procedures:

Individuals can obtain access to their own Digest Files by following the procedures described above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager or by reviewing AFR 36-25.

Record source categories:

Digest File information is obtained from AFOSI, Commanders, Consolidated Base Personnel Offices, MAJCOMs, and from official records.

Exemptions claimed for the system:

None.

F035 MPC B

System name:

035 MPC B Civilian/Military Service Review Board.

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78150-6001.

Categories of individuals covered by the system:

Members of the Women's Air Force Service Pilots (a group of Federal Civilian employees attached to the United States Army Air Force during World War II), or any person in any other similarly situated group the members of which rendered service to the Armed Forces of the United States in a capacity considered civilian employment or contractual service (or their survivors) as recognized under provisions of Pub. L. 95-202.

Categories of records in the system:

Case Files containing individual's name and Social Security Number, date of application and summary of the case through final decision by the Service Review Board.

Authority for maintenance of the system:

Pub. L. 95-202, Women's Air Forces Service Pilots; as implemented by Air Force Regulation 30-45, Determination of Active Military Service and Discharge for Civilian or Contractual Personnel.

Purpose(s):

Case files are used by Service Review Board personnel to manage the collection of information requested by the applicant, to monitor the processing of each case through completion, and to respond to inquiries concerning the case.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Stored in secure building.

Retention and disposal:

Retained indefinitely.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Members' applications, supporting documents and certificates.

Exemptions claimed for the system:

None.

F035 MPC C

System name:

035 MPC C Chaplain Applicant Processing Folder.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Chaplaincy applicants and Reserve Chaplains applying for active duty.

Categories of records in the system:

Forms used by the Air Force Manpower and Personnel Center (AFMPC) Command Chaplains Office in processing chaplains to active duty including: Application for Appointment as Reserve of the Air Force; Application for Extended Active Duty with the United States Air Force; United States Air Force (USAF) Drug Abuse Certificate; Statement of Personal History; National Agency Check Request; Report of Medical Examination; Report of Medical History; Fingerprint Card; Checklist for Chaplain Appointment; Ecclesiastical Endorsement; Certificate of Continuance of Ecclesiastical Endorsement; Certificate of Seminary Graduation and Ordination; Official Transcripts of College Education; Personal correspondence between resource manager and applicant regarding status of his application.

Authority for maintenance of the system:

10 USC 8067, Designation: Officers to perform certain professional functions, and 8293, Commissioned officers; chaplains: Original appointment; examination; as implemented by Air Force Regulation 36-15, Appointment in Commissioned Grades and Designation and Assignment in Professional categories - Reserve of the Air Force and United States Air Force (Temporary).

Purpose(s):

The documents maintained in these transitory folders are used by the resource manager in processing chaplain applicants to active duty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Once applicant is accessed, forms are entered into the Master Personnel Records Group. If applicant does not qualify for appointment, file is destroyed after one year.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual's application.

Exemptions claimed for the system:

None.

F035 MPC D

System name:

035 MPC D Correction of Military Record Card.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Active and retired or discharged officers and airmen. Next of kin of deceased officers and airmen.

Categories of records in the system:

Summary of application for correction of records request followed through to its final decision by the appropriate correction board.

Authority for maintenance of the system:

10 USC Chapter 79 - Correction of Military Records; as implemented by Air Force Regulation 31-3, Air Force Board for the Correction of Military Records.

Purpose(s):

To monitor application by member and cocase by the appropriate correction board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes, disks, or computer paper printouts, or microfiche.

Retrievability:

Filed by Social Security Number or Air Force Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and computer system software.

Retention and disposal:

Maintained in computer system for two years after case completion then transferred to microfiche and maintained until no longer needed. The microfiche are then destroyed by pulping, macerating, burning, or tearing into pieces.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application, Master Personnel Records.

Exemptions claimed for the system.

None.

F035 MPC E

System name:

Disability/Non-disability Retirements Records.

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78150-6001.

Categories of individuals covered by the system:

Copies of medical histories, Secretarial determinations, retirement forms, routine correspondence files, case files, microcomputer case files, disability retain folders, and Temporary Disability Retirement List (TDRL) data files.

Categories of records in the system:

Copies of medical histories, Secretarial determinations, retirement forms, routine correspondence files, case files, disability retain folders, TDRL punch card data files.

Authority for maintenance of the system:

10 U.S.C. Chapter 36, Mandatory retirement of officers; Chapter 59, Separation; Chapter 61, Retirement or Separation for Physical Disability; Chapter 63, Retirement for Age; Chapter 867, Retirement for Length of Service; as implemented by Air Force Regulation 35-4, Physical Evaluation for Retention, Retirement and Separation, and 35-7, Service Retirements; and E.O. 9397.

Purpose(s):

To provide information on retirement cases and to allow appropriate case processing.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Air Force's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets and in microcomputers.

Retrievability:

Retrieved by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Stored in secure building. Computer records are controlled by computer system manager.

Retention and disposal:

Correspondence files are retained for one year after end of calendar year case was closed or inquiry responded to; disability retain files are retained for 90 days after case is finalized; microcomputer case files are maintained in a retired file indefinitely; case files are retired to Master Personnel Records Group when service and/or disability retirement action has been completed; TDRL correspondence files are destroyed when member is entered into the Headquarters Air Force (HAF) computer system.

System manager(s) and address:

Assistant Deputy Chief of Staff for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Assistant Deputy Chief of Staff for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Record access procedures:

Individuals seeking access to records about themselves contained in this system should address written inquiries to the Assistant Deputy Chief of Staff for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Contesting record procedures:

The Air Force's rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Air Force Regulation 12-35, 32 CFR part 806b, or may be obtained from the system manager.

Record source categories:

Correspondence and forms generated in Retirements Division (HQ AFMPC/MPCAR), military hospitals, HQ USAF Surgeon General (HQ USAF/SG), HQ AFMPC Surgeon (SG) Consolidated Base Personnel Offices and Major Air Commands, by the members themselves, and by the general public or retirement-related matters.

Exemptions claimed for the system:

None.

F035 MPC F

System name:

035 MPC F Health Education Records.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

All airmen and officers of the United States Air Force (USAF) Medical Service who have applied for training and are in training and applied for training to Air Force Manpower and Personnel Center/Medical Education Division (AFMPC/SGE).

Categories of records in the system:

Allied Health Selection Board Folders - Application for Officer School Training; Educational Transcripts; Chronological listings of work experience; Letters of recommendation; Specific test results: Scholastic Aptitude Test (SAT); Physician Extender Profile Exam (PEPE); Manual dexterity test; Grade point averages; Microfische: Officer Effectiveness Reports (OERs); Photo; Air Force Military Personnel Center (AFMPC) Rating Assessment Sheet for Physician Assistant Applicant; Consolidated Base Personnel Office (CBPO) letters: Prerequisite verifications; Counselings on Reenlistment limitations; Reenlistment/extension eligibility; Status of Unfavorable Information File (UIF) folder; Records Review Listing; Verification of Airman Qualifying Examination (AQE), Total Active Federal Military Service Date (TAFMSD), Date Eligible for Return from Overseas (DEROS), Projected assignment; Airman Performance Reports; Applicant Statements: Why training desired; Intent to extend/reenlist; Flying Class III Physical; General Information including Extended Active Duty Date; Date of Rank; Passovers; Command; Base of assignment; Arrived on station; Marital status; Undergraduate Education Selection Folders - Application; Medical College Admission Test (MCAT) scores; Letter of acceptance from an approved school; Dean's letter of recommendation; Transcript; Physical Examination reports; Air Force Institute of Technology (AFIT) Selection Folders - Officer career brief; Letter of recommendation; Transcripts; Graduate Records Examination (GRE) and Admission Test for Graduate Study in Business (ATGSB) scores; Application for AFIT training; Physician Deferment Folder DPM Form 116 (Medical Corps (MC) Appointment Checklist); Field Personnel Record (Duplicate Copy); Application for Appointment in Reserves; Personnel Security Clearance; (Armed Forces Security Questionnaire); DD Form 398 Personnel History Statement; Statement of Understanding for Appointment; Photograph; Request for delay for residency training; Record of computer input; General correspondence with physician/student; hospital agreement form; Transcripts (Pre-med and med school); Air Force Health Performance Scholarship Program (AFHPSP) Service Obligation Agreement; Notification of selection for AFHPSP; Air Reserve Personnel Center (ARPC) orders (45-day active duty tour); Air Force Manpower and Personnel Center (AFMPC) Form 155 (Application for deferment for graduate medical education); Selection/ Non-selection for deferment letter; Certificate of medical school·completion; Physical examination; Tendering of resignation; Medical disqualification correspondence; Graduate Medical Education Records - Application for sponsored training; AFMPC Form 131; Photograph; Transcripts; Letter of recommendation/evaluation; Career motivation essay; Select/Non-select letters (acceptance/declination); Assignment letter to Major Command (MAJCOM); Training reports; Memos for record; General correspondence with applicant/trainee; Faculty board proceedings; Residency completion letter; Letters of resignation.

Authority for maintenance of the system:

10 USC Chapter 105 - Armed Forces Health Professions Scholarship and 9301, Members of Air Force: Detail as students, observers, and investigators at educational institutions, industrial plants, and hospitals.

Purpose(s):

Used by the Medical Education Division, and Medical Education Selection Boards in selecting individuals of the medical service to attend undergraduate and graduate educational programs and technical training. Such programs include undergraduate and graduate nurse education, medical school, residencies and fellowships for physicians, and graduate education for Medical Service Corps (MSCs), BioMedical Service Corps (BSCs), residencies for dental officers, and Physician Assistant program for airmen. Another use of the system is

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to monitor the individuals progress in an educational program after selection until completion of their program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Allied Health Selection Board Folders and Undergraduate Education Selection Folders: Retained until selection board process is completed; Air Force Institute of Technology (AFIT) Selection Folders: Information in folders is maintained for one year. Exception: Transcripts are used for period of two weeks then returned to AFIT. Physician Deferment Folders: Retained until the individual is called to active duty or separated from the Air Force (AF) Reserve. Graduate Medical Education Records: Retained until individual separates or retires from the Air Force.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application, Supervisor's evaluation, master personnel records (board use only), Career Brief (board use only), transcripts, test scores, Deans' letters of recommendation, Standard Form (SF) 88 and SF 93.

Exemptions claimed for the system:

None.

F035 MPC G

System name:

035 MPC G Medical Officer Personnel Utilization Records.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

All Air Force active duty medical service officers.

Categories of records in the system:

Personnel Utilization records containing: Career briefs; Print-outs; Letters from individuals; Letters from Utilization Branch to individuals Letters concerning medical service education and training; Copy of application for Indefinite Reserve Status; Copy of request to join spouse; Copy of Specified Period of Time Contract (SPTC) requests; Copy Air Force Manpower and Personnel Center (AFMPC) Form 8, Assignment/Actions Worksheet; Air Force Manpower and Personnel Center (AFMPC) Form 138, Officer Reassignment; Memorandum of Official Contact; Officer Career Objective Statement; Personnel Action Request; Application for Appointment in the AF Reserve; Recall to Active Duty; Supplement to Application for Commission in the United States Air Force (US) Medical Services; Assignment Notification of Medical Service Officer; Constructive Credit Computation; Personal Interview- USAF Nurse Application; Air Force Institute of Technology (AFIT) Education Plan; Messages; Department of Defense Notification of change in service members official records; Master Personnel Record Fiche; Training/Specialty Board Certification Records; Continuation Pay Contracts; Specialty Badge Award; Personnel Data Systems (PDS) transactions; Record of Office of Special Investigations (OSI) background checks; Resumes/special applications.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 36-1, Officer Classification; Air Force Regulation 36-4, Special Pay for Medical Corps Officers; Air Force Regulation 35-5, Appointment of Officers in the Regular Air Force; Air Force Regulation 36-8, Continuation Pay for Dental Corps Officers; Air Force Regulation 36-20, Officer Assignments; Air Force Regulation 36-21, Selective Continuation Program; Air Force Regulation 36-51, Active Duty Service Commitments (PA); and Air Force Regulation 36-94, Specified Period of Time Contracts (SPTC) (PA).

Purpose(s):

Verify current assignment; verify history of application for: Tour extension, tour curtailment, Specified Period of Time Contract, Indefinite Reserve Status, duty Air Force specialty code change, special duty application, formal school application, change of assignment reporting dates, join spouse application; Use AF Form 24 for obtaining date of birth and place of birth when processing assignment to academy or other highly sensitive area of assignment; to hold messages pertaining to assignment; to hold action notices and career briefs as a result of input from original office and any other office pertaining to an individual. This also includes career briefs and action notices from automatic actions (i.e., available assignment); pay computation; grade computation; to provide background information to answer correspondence.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets. etc.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Applications for appointment, letters written by individual or on individuals by others. Computer print-outs, forms completed by individuals, Personnel Data Systems (PDS) transactions, other information pertinent to assignments or career development of the officer.

Exemptions claimed for the system:

None.

F035 MPC H

System name:

035 MPC H Medical Opinions on Board for Correction of Military Records Cases (BCMR).

System location:

AFMPC/SG, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Files are maintained on individuals making application to the Air Force Board for Correction of Military Records on which a medical opinion has been rendered.

Categories of records in the system:

Contains a copy of the medical advisory opinion rendered on Air Force Board for Correction of Military Records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and Chapter 79 - Correction of Military Records; as implemented by Air Force Regulation 31-3, Air Force Board for Correction of Military Records.

Purpose(s):

A historical reference, by name, to previous action taken regarding a specific BCMR application.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders in unlocked filing cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for one year or until no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFMPC Surgeon, Randolph Air Force Base, TX 70148.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F035 MPC I

System name:

035 MPC I Office File.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

All active duty colonels (grade 0-6) and former active duty colonels (grade 0-6), who have retired, and who have been retired for 12 months or less.

Categories of records in the system:

Official photograph; Air Force (AF) Form 620, Colonel Resume; Copies of correspondence generated by Assistant for Colonels' Assignments, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX (HQ AFMPC/MPCO) pertaining to the subject of the file, Memoranda of conversations with the subject of the file, Correspondence received by HQ AFMPC/MPCO pertaining to the subject of the file, Memoranda of assignment-related personnel actions contemplated/completed on the subject of the file.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by AFR 36-10, Officer Evaluations.

Purpose(s):

Assignment considerations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets and rotary file bins (Lectriever).

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained until first anniversay of effective date of retirement/separation from USAF of the subject of the file, at which point the office file is destroyed by shredding.

System manager(s) and address:

Commander, AFMPC/MPCO, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Subject of the file, AFMPC/MPCO personnel, other Air Force and outside agency originators of correspondence relating to subject of the file, any additional information which has/could have bearing on assignability of the subject.

Exemptions claimed for the system:

None.

F035 MPC J

System name:

035 MPC J Airmen Utilization Records System.

System location:

Headquarters United States Air Force, Washington, DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Enlisted personnel on active duty who request reassignment or deferment from assignment under the Children Have A Potential (CHAP) humanitarian programs; or are nominated or volunteer for special assignment; or request information or action through high level channels; or are restricted, along with their dependents, from assignment to certain oversea areas; or are subject to special assignment procedures, such as: Reassignment of airmen with known deficiencies; reassignment of threatened airmen; disposition of airmen involved in disciplinary/legal problems en route to permanent change of station (PCS) assignment; or reassignment for trial; Curtailment of Oversea Tour for Cause or are permanently decertified from the Personnel Reliability Program and Master, Senior Master and Chief Master Sergeants on active duty in the Air Force who are considered/selected for an assignment. Enlisted club stewards on active duty in the Air Force.

Categories of records in the system:

Documentation of oral and written dialogue with airmen regarding assignment actions; notification to airman of assignment; oral and written dialogue with commanders regarding assignment actions; projected assignment actions; oral and written dialogue with Air Force multi-level functional managers regarding assignment actions; medical, legal and financial factors related to humanitarian assignment actions; personal assignment preferences, assignment limitations; final and executed assignment actions; high level *interest and official Air* Force responses; legal and investigative information regarding assignment restrictions; reassignment of airmen with known deficiencies, or involved in disiplinary or legal problems, or for cause, or for personal safety, or for convenience of litigation actions; permanent decertification from the Personnel Reliability Program and extracts from the Personnel Data System (PDS); Airman Career Briefs; Airman Performance Reports and Education Data; senior NCO Academy selection files.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; Air Force Regulation 35-99, Personnel Reliability Program, and Air Force Regulation 39-11, Airman Assignments.

Purpose(s):

Used to provide senior noncommissioned officers (NCOs) with personalized assignment service and to provide tracking and background data with which to reply to queries from the NCOs. Information is used by the PALACE Nonappropriated Fund resource manager to develop the career and broaden the experience of club stewards and to staff club steward assignment actions. Also used to staff assignments on those airmen who have applied for humanitarian - Children Have A Potential (CHAP) assignments; Used to track-select airmen for special assignments, to document responses to high-level inquiries and to provide the rationale for approving or disapproving a request for assignment. Used to document special assignment actions to certain oversea areas and in those actions involving disciplinary or legal problems, threatened airmen, airmen with known deficiencies, curtailment for cause and when reassignment is required for trial purposes. To monitor assignment restrictions on airmen decertified from Personnel Reliability Program duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening and by visitor registers.

Retention and disposal:

Destroyed at the end of the calendar year or 18 months after final action on requests for humanitarian assignment, by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Access Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information generated by the Air Force office of primary responsibility; from PDS by inquiry or action notice; law enforcement agencies; investigative agencies; or Air Staff inputs.

Exemptions claimed for the system:

None.

F035 MPC K

System name:

035 MPC K Airman Promotion Historical Records.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Active duty airmen in grades E-4 through E-8 at time of promotion consideration.

Categories of records in the system:

Microfiche files reflecting individual historical promotion data (up to 1,200 characters) for a specific cycle which is no longer maintained within the automated personnel data system. Contains member identification, promotion eligibility status, select/nonselect status, and critical personnel data. Microfiche files for members in grades E-4 through E-6 contain relative standing and weighted factor scores. Contains worksheets used to manually compute individual promotion status (select/nonselect) for the Weighted Airman Promotion System for those members not considered during the computerized selection process; master listings for each specified promotion cycle reflecting all members in the applicable grade and their specific status: Select, nonselect, nonweighable, or ineligible; and listing of promotion sequence numbers assigned to all selectees for a specific cycle.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Manual 30-130, Base-Level Military Personnel System, and Air Force Manual 39-29, Promotion of Airmen.

Purpose(s):

Used by Air Force Manpower Personnel Center/Airman Promotion Division (AFMPC/MPCAW) as the master record of promotion status for a specified cycle. Used to respond to inquiries (including congressional inquiries), for Air Staff advisories to the Air Force Board for Correction of Military Records, to manage the Airman Promotion Program, to recreate promotion status, and to provide statistical data for official use. Used to provide supplemental promotion consideration and to research and/or correct promotion status for a previous cycle.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, on computer paper printouts and on microfiche.

Retrievability:

Filed by name or Social Security Number (SSN). Accessed manually by cycle.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or secured building.

Retention and disposal:

Maintained for 10 years, computed from the date of the original selection process. Manual computation worksheets are maintained for one year and then select/nonselect data are listed on a roster which is maintained for an additional nine years. After the specified retention period, the records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78148.

Notification procedure:

Requests from individuals should be addressed to the System Manager. The request should specify the applicable promotion cycle(s).

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Data purged from the active interim eligible file (promotion file) which is a subsystem of the Personnel Data System.

Exemptions claimed for the system:

None.

F035 MPC L

System name:

035 MPC L Historical Airman Promotion Master Test File (MTF).

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Active duty airmen in grades E-4 through E-8. Air Force Reserve and Air National Guard airmen in grade E-7.

Categories of records in the system:

Contains historical Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE) and United States Air Force Supervisory Examination (USAFSE) data which is no longer maintained within the personnel data systems. Includes member identification, test identification, date tested, score and item responses.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 35-8, Air Force Military Personnel Testing System.

Purpose(s):

Used by Air Force Manpower and Personnel Center/Airman Promotion Division (AFMPC/MPCAW) to research and/or correct promotion status for previous cycles. Data used to resolve inquiries, provide supplemental consideration, prepare Air Staff advisories to the Air Force Board for Correction of Military Records, and manage the Airman Promotion Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets and on microfiche.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are stored in vaults.

Retention and disposal:

Maintained for 10 years computed from the date of the original selection process, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (k) (6). For additional information, contact the System Manager.

F035 MPC N

System name:

035 MPC N Assignment Action File.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Active Duty Chaplains

Categories of records in the system:

Forms used by the Air Force Manpower and Personnel Center (AFMPC) Chaplain's Office for accession and assignments of chaplains on active duty and other chaplain personnel actions. They also contain information and actions pertaining to individuals in the areas of duty Air Force Specialty Code (AFSC) change requests, tour length change requests, humanitarian reassignments and copies of messages directing such actions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and 8067, Designation: Officers to perform certain professional functions. Section 8012 and Chapter 805, The Air Staff, Section 8032; as implemented by Air Force Regulation 36-20, Officer Assignments.

Purpose(s):

Records are used to answer requests for assignment changes, tour length changes, duty AFSC requests, special assignment consideration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application and information retrieved from the Personnel Data System (PDS).

Exemptions claimed for the system:

None.

F035 MPC P

System name:

035 MPC P Recorder's Roster.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Records are maintained on all Air Force officers who are eligible for competitive consideration and officers considered for Regular Air Force appointment and Officers considered for involuntary separation, CMSs considered for HYT and any other special board directed by the Secretary of the Air Force or the Chief of Staff.

Categories of records in the system:

Listing containing record number, name, Social Security Number, date of roster, program control number, component, competitive category, select/non-select status, FOR OFFICIAL USE ONLY statement and name and year of board. A numerical/chronological listing of all changes to competitive file data base after initial build. Listing of special follow items/OPR letters.

Authority for maintenance of the system:

10 USC 531, Original appointment, and 611, Convening of selection boards; as implemented by Air Force Regulation 36-89, Promotion of Active Duty List Officers.

Purpose(s):

These records are used to determine whether individuals were considered by the convening board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Records are accessed by identification of board of consideration and then by inverted Social Security Number of subject by competitive category.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

The records are retained in the Selection Board Secretariat for five calendar years and then retired to the National Archives, Washington, DC.

System manager(s) and address:

Assistant Deputy Chief of Staff, Personnel for Military Personnel, Randolph Air Force Base, TX 78148.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Request must include name, grade, Social Security Number, board identification, competitive category, and zone of consideration as applicable.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The information in these records is extracted from the Selection Board Support File, and from data compiled from individual board member inputs.

Exemptions claimed for the system:

None.

F035 MPC Q

System name:

035 MPC Q Officer Utilization Records System.

System location:

Headquarters United States Air Force, Washington, DC 20330. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

Officer personnel on active duty who are eliminated from flying or technical training; or apply for separation or retirement prior to completion of their active duty service commitment (ADSC); or apply for accelerated entry on extended active duty (EAD); or are available for active duty; or are identified for special career monitoring; or are selected or volunteer for Air Staff training (ASTRA); or are selected for below the zone promotion to major and lieutenant colonel; or are former ASTRA officers below the grade of major and selectees, designees and attendees of Intermediate Service Schools (ISS) and Senior Service Schools (SSS); or are volunteers or are selected for the Air Force Institute of Technology (AFIT) or are designees, attendees and graduates of Squadron Officers School (SOS), Academic Instructor Courses (AIC), ISS and SSS; or request reassignment or deferment from assignment under the Children Have A Potential (CHAP) Humanitarian Programs; or request information or action through Congressional sources; or apply or are being considered for Air Staff extensions; or possess or are candidates for PHD degrees; or are the subject of a request to change their Duty Air Force Specialty Code (DAFSC); or apply for early release; or have attended AFIT education programs; or are AFIT graduates and request or are identified for a directed duty assignment; or are attending or are recent graduates of Professional Military Education (PME) institutions; or apply for special duty per Chapter 8, Air Force Regulation 36-20; or apply for undergraduate pilot (UPT) or navigator training (UNT); or apply for or are attending test pilot school; or apply for Officer School Training; or are former prisoners of war (POW) as a result of the Southeast Asia (SEA) conflict; or file reclamas regarding flying time computations in support of the aviation Career Incentive Act; or visit or write the Air Force Manpower and Personnel Center (AFMPC)/Directorate of Personnel Resources and Distribution, Officer Career Management Division for career counselling; or are selected for assignment or reassignment; or are nominated for assignment or are currently assigned to agencies outside the Air Force; or are permanently disqualified from the Human/Personnel Reliability Programs (HRP/PRP); or are identified for special monitoring due to unique or special qualifications; or apply or are identified for levy exempt status; or Reserve officer personnel not on EAD who: Apply for accelerated entry on active duty; or Reserve officers and Air Force Reserve Officers Training Corps who apply for reserve duty in lieu of extended active duty (EAD); on assignment who received late assignment notification.

Categories of records in the system:

Documentation of: Actions related to entry, including accelerated, on active duty, special career monitoring; actions related Air Staff Training (ASTRA) selectees or volunteers; special assignments for individuals who demonstrate well above average performances; actions of the AFIT Selection Board and disposition of AFIT applications: Elimination actions accomplished by training activities; Reclassification actions following elimination from training; disposition of applications with justification for levy exempt status; Command comments regarding specific assignment actions; Recommendations regarding retirement or separation prior to ADSC; Disposition of applications for reserve duty in lieu of EAD; Individual career objectives, assignment preferences, limitations; Promotion board reports for major, lieutenant colonels and colonels; Medical, legal and financial factors related to humanitarian assignment actions; Oral and written dialogue with officers regarding assignment actions; High level interest and official Air Force responses; Disposition of applications for Air Staff tour extensions with summary of findings; Award of PHD or pursuit of PHD degree; Request for, staffing of, and disposition of DAFSC changes; Staffing, Early Release Board action summaries and disposition of early release requests; Assignments of personnel who have attained advanced AFIT degrees; Directed duty assignments (DDA) considered because of AFIT education; Assignment considerations of PME students and graduates; Staffing and other actions related to consideration of requests for special duty or UPT or UNT or Test Pilot School or Officer School Training; Assignment actions pertinent for former POW of the SEA conflict; Response to reclamas regarding flying time computations; Assignment and career development counselling actions; Assignment to Department of Defense and Joint Chiefs of Staff activities; Disqualification from HRP or PRP; Special monitoring actions of individuals with unique or special qualifications; and the following forms and documents: Air Force (AF) Form 112, Officer Counselling Data Card; AF Form 11, Officers Military Record; AF Form 215, Application for Officer Training; AF Form 2095, Assignment - Personnel Action; AFMPC Form 93, Assignment for AFIT Graduate; PDS extract related to flying or technical training, education, experience and other assignment factors; Assignment action cards; Assignment work sheets; Career Briefs; Officer Career Objective Statements; Tracking Log; Record of Assignment Action Number (AAN); Assignment Orders; Precision Measurement Equipment (PME) and special category summary forms; Background checks; Officer Palace Manning Report; Short Tour Return Date Roster; Eligible for Overseas Roster; Officer Effectiveness Report; PDS Action Notices Regarding Assignment Factors/Considerations on assignment who received late assignment notification.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by AFR 36-20, Officer Assignments.

Purpose(s):

To make a determination regarding the retention and/or reclassification of those officers eliminated from flying or technical training. To make a determination on requests for levy exempt status for officers who have been selected to perform duty on special projects and the individual or major command (MAJCOM) request that the individual be deferred from assignment selection. To make a determination regarding applications for accelerated active duty and on applications for duty with the Air Force Reserves in lieu of extended active duty (EAD). The basis on which to make a recommendation to the Air Force Manpower and Personnel Center (AFMPC), Directorate of Personnel Program Actions (DPMA) regarding waiver of Active Duty Service Commitment (ADSC) for those officers who have applied for separation or retirement. To monitor and staff the initial assignment for officer accessions. To track those officers identified for special career monitoring. To confirm that Air Staff Training (ASTRA) volunteer status has been updated in the Personnel Data System (PDS), also used by Resource Managers to staff extensions of tour, curtailment of tour, Duty Air Force Specialty Code (DAFSC) changes and follow-on assignments. Used by career and Resource Managers to insure that officers who have demonstrated above average performance are considered for challenging and responsible positions. Used by AFIT Selection Board to answer inquiries concerning the status of an application; to monitor officers currently in AFIT; and to work extensions or program changes. Used to nominate and monitor officers for attendance at Intermediate and or Senior Service Schools. Data is also used to track graduates of the Squadron Officer School (SOS) and Academic Instructor Courses (AIC). To staff assignments on those individuals who have applied for humanitarian - CHAP assignments. To fully document the response to an inquiry and toprovide the rationale for approval or disapproval of a requested assignment. To staff and make a determination regarding tour extensions. To monitor holders of doctorate degrees and candidates thereof to insure proper utilization of those officers holding doctorate degrees. To staff DAFSC change requests and to make a determination regarding retraining. To make a determination by the Early Release Board regarding an officer's request for early release. To monitor and or assign those officers possessing advanced AFIT degrees; action is essential for proper utilization of advanced degree holders. To make a determination regarding a Directed Duty Assignment (DDA) change on those officers who incurred the DDA as a result of AFIT education. To monitor and staff assignments for Professional Military Education (PME) attendees and or graduates. To monitor and select officers for special duties. To monitor officers who have applied for undergraduate pilot and-or navigator training; used along with the master military personnel record in the selection process. To monitor officers who have applied for and-or are currently attending Test Pilot School. To monitor officers who have applied for Officer School Training. To monitor the utilization of former prisoners of war of the Southeast Asia conflict. Used as backup reference for Aviation Career Incentive Act reclamas. To staff assignments and related actions. Used in the counselling of officers and as background reference documentation for visits of officers to the Air Force Manpower and Personnel Center (AFMPC) and for the response to correspondence between the officer and the AFMPC Resource Manager. Data are used in the assignment selection process to insure fair and equitable assignment selection. Additionally, the information and-or computer products are used to determine unique or specific qualifications for particular assignment. Used by resource teams to nominate officers for assignment to Department of Defense and Joint Chiefs of Staff activities outside the Air Force including release of military personnel records and data to those agencies. To monitor those officers disqualified from Human and-or Personnel Reliability Programs (HRP-PRP) duties. It is also used to insure these individuals are not placed in HRP-PRP positions. Officer assignment block records are used by the interested office to tract individual assignment actions. The blocks are also used in identifying individuals with unique or special qualifications. Used to determine if officers are receiving minimum assignment notification in accordance with established policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name. name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Documentation records are destroyed after 12 months; or retained until officer leaves ASTRA program; or destroyed when superseded; or destroyed upon individual's completion of AFIT program or upon nonselection to AFIT whichever occurs first; or destroyed when officer is separated or retires; or destroyed 18 months after approval of CHAP request or 12 months after disapproval; or destroyed when officer completes Air Staff tour extension or after 12 months whichever is longer; or destroyed after completion of DDA; or destroyed 12 months after graduation from PME or Officer School Training; or destroyed when application for special duty is withdrawn; or destroyed after completion of UPT/UNT or when eligibility for training expires; or destroyed 3 months after graduation from Test Pilot School; or POW records will be retired to a permanent storage facility on January 1,1977; or destroyed when Departmental or Joint activity tour is completed; or retained permanently if related to HRP/PRP disqualification but not after separation. Methods of destruction are burning, pulping, shredding, macerating, or tearing into small bits.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

PDS inquiries or action notices; Information generated by the Air Force multi-level offices of primary responsibility; Extracts or copies of military personnel records; Air Staff inputs.

Exemptions claimed for the system:

None.

F035 MPC R

System name:

035 MPC R Air Force Personnel Test 851, Test Answer Sheets.

System location:

Air Force Military Personnel Center, Randolph AFB, TX 78150-6001.

Categories of individuals covered by the system:

Active duty airmen in grades E-4 through E-8. Air Force Reserve and Air National Guard airmen in grade E-7.

Categories of records in the system:

Item responses (answers) for Specialty Knowledge Tests (SKT), Promotion Fitness Examinations (PFE) and United States Air Force Supervisory Examinations (USAFSE).

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 35-8, Air Force Military Personnel Testing System, Chapters 14, 15, and 16.

Purpose(s):

Used by Air Force Military Personnel Center/Airman Promotion Branch (AFMPC/DPMAJW) to score tests. The percent correct score on the SKT, PFE, and USAFSE, are weighted factors in the the Weighted Airman Promotion System (WAPS) to advance airmen (E-4 to E-8) to the next higher enlisted grade. The percentile score on the 9-level upgrade exam is used as an eligibility criterion for promotion to grade E-8 and award of the superintendent (9) Air Force Specialty Code (AFSC) skill level, for ANG and AFRES.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Electronic Scanner Index Number (cross-referenced to Social Security Number (SSN)).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in vaults.

Retention and disposal:

Maintained for 12 months following completion of promotion cycle for which member was tested, then destroyed by burning or shredding.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph AFB TX.

Notification procedure:

See Exemption.

Record access procedures:

See Exemption.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (k)(6). For additional information, contact the System Manager.

F035 MPC S

System name:

035 MPC S Aviation Service Branch File.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Active and Inactive Officers and Airmen concerning any qualification/disqualification for aviation service action and determination of eligibility for aero badges.

Categories of records in the system:

Air Force members: Rated officers removed from or returned to flying status, Officers granted United States Air Force (USAF) aeronautical rating as a result of aeronautical rating boards; Nonrated members, officer and enlisted, who request action or consideration for flying status.

Authority for maintenance of the system:

10 USC 8691; as implemented by Air Force Regulation 35-5, Parachutists, Air Force Regulation 35-13, Aviation Service, Aeronautical Ratings, and Badges, and 35-42, Missile Badge.

Purpose(s):

Response to inquiry by an individual or an intermediary; such as legal counsel through judicial action or the Secretary of the Air Force Board for Correction of Military Records (SAF/BCMR), Member of Congress, a high ranking official such as the Secretary of the Air Force, Chief of Staff, United States Air Force, Air Force Deputy Chief of Staff/Manpower and Personnel, Air Force Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel; wherein a rated officer is returned to or removed from flying status, the record is reviewed within Officer Career Management Division, Air Force Manpower and Personnel Center for assignment determination action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name. Each card lists the nature of the action and includes a cross reference showing the subject file containing the record of correspondence. The card file is a 'finder' index used to facilitate/expedite location of records pertaining to an individual and as source of statistical data.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in cabinets.

Retention and disposal:

Retained in office files until no longer needed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Correspondence generated at base level, Major Air Command or Air Staff Level.

Exemptions claimed for the system:

None.

F035 MPC U

System name:

035 MPC U Separation Case Files (Officer and Airman).

System location:

Air Force Military Personnel Center, Randolph AFB, TX 78150-6001. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132-5000. Air Reserve Personnel Center, Denver, CO 80280-5000. Duplicate copies may be retained temporarily at each level requiring review or action on the case.

Categories of individuals covered by the system:

Officers and airmen who have requested voluntary separation, who have been recommended or identified for involuntary separation under 10 USC 617(b) (including Reserve officers as a matter of Air Force Policy). Individuals who, under Pub.L. 95-202, Sec 401, have requested review of service performed with the Army Air Force or U.S. Air Force to determine if such service was equivalent to 'active duty' for purposes of laws administered by the Veteran's Administration.

Categories of records in the system:

Member's application, letter from commander initiating separation action with indorsements, supporting documents, and record of final action taken. If congressional inquiry involved, request for information and reply provided is also filed by those offices involved.

Authority for maintenance of the system:

10 USC Chapter 59, Separations, 10 USC Chapter 36, Promotion, Separation and Involuntary Retirement of Officer on the Active-Duty List, Chapter 60, Separation of Regular Officers for Substandard Performance of Duty or for Certain Other Reasons, and 38 USC Veteran's Benefits; as implemented by Air Force Regulation 36-2, Administrative Discharge Procedures (For Sub-standard Performance of Duty, Misconduct, Moral or Professional Dereliction, or in the Interest of National Security); 36-12, Administrative Separation of Commissioned Officers; and 39-10, Administrative Separation of Airmen.

Purpose(s):

The original document is retained as a permanent record of action taken. The duplicate copies are retained to provide a temporary record of actions being taken for responding to inquiries concerning the status of a particular case. Occasionally, a case file is retained as a precedence file for later reference in revising separation directives.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Individual case files may also be released to a governmental body or agency or health care professional society or organization if such record is needed to perform licensing or professional standards monitoring related to credentialed health care practitioners or licensed, noncredentialed health care personnel who are or were formerly members of the Armed Forces. Case files may also be released to medical institutions or organizations wherein such member has applied for or been granted authority or employment to provide health care services if such record is needed to assess the professional qualifications of such member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name. At National Personnel Records Center. Cases and correspondence are filed with Master Personnel Records. Transitory copies are filed alphabetically by general subject categories, i.e., involuntary officer separations, involuntary airman separations, etc.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. File cabinets and power files are secured during non-duty hours.

Retention and disposal:

Master copies are retained permanently. Temporary files are disposed of within three years after final action is taken. Files are disposed of by shredding.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Member's application, correspondence from unit commander's initiating separation action.

Exemptions claimed for the system:

None.

F035 RE A

System name:

035 RE A Personnel Files on Statutory Tour Officers.

System location:

Personnel Division, Office of Air Force Reserve (AF/REP), HQ USAF, Washington, DC 20330. Air Force Military Personnel Center (DPMYR), Randolph AFB, TX 78148 (USAFR and ANG Personnel).

Categories of individuals covered by the system:

United States Air Force Reserve Officers applying for or selected for assignment as statutory tour officer.

Categories of records in the system:

Application for extended active duty with United States Air Force, military career brief, resume of prior military and civilian experience, officer effectiveness report overall rating, correspondence and special orders relative to the tour.

Authority for maintenance of the system:

10 USC 265, Policies and regulations: Participation of reserve officers in preparation and administration.

Purpose(s):

Documentary support of tour applications; approval/disapproval; initiation, termination and extension of statutory tours; historical reference not to exceed two years after tour termination; used by Air Force Manpower and Personnel Center/Assistant for Personnel Plans, Programs and Analysis, Reserve Forces Division (AFMPC/DPMYR); used for AFMPC/DPMYR as record of approval/disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by Office of the Air Force Reserve (AF/RE), Director Air National Guard, National Guard Bureau (NGB/CF) and SAF/MRR as record of approval/disapproval.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know and stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Include full name and Social Security Number. Individuals may visit the Personnel Division, Office of Air Force Reserve, Pentagon, Washington, DC 20330. Military identification card or driver's license required for identification.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F035 RE B

System name:

035 RE B Files on Reserve General Officers; Colonels Assigned to General Officer Positions.

System location:

Headquarters United States Air Force, Washington, DC 20330 and Personnel Division Office of Air Force Reserve.

Categories of individuals covered by the system:

United States Air Force Reserve General Officers and Colonels assigned to General Officer positions.

Categories of records in the system:

Resume of prior military and civilian experience, correspondence and Special Orders, Record of Reserve participation, personnel data listings, last five officer effectiveness reports, record of personal interview and assignment recommendation made by Chief, Air Force Reserve.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To determine qualifications for initial/continued assignment to General Officer positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Full name and Social Security Number must be provided. Individuals may visit the Personnel Division Office of Air Force Reserve, Pentagon, Washington, DC 20330.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports from individual officers, and from personnel records.

Exemptions claimed for the system:

None.

F035 SAC B

System name:

035 SAC B Officer Involuntary Administrative Separation File.

System location:

Headquarters Strategic Air Command (SAC), Deputy Chief of Staff, Personnel, Quality Control Branch (DAPP)), Offutt AFB, NE 68113-5001.

Categories of individuals covered by the system:

Present Air Force active duty officers assigned to the Strategic Air Command who have Air Force Regulation (AFR) 36-2 action pending or are resigning in lieu of court-martial.

Categories of records in the system:

SAC officers involuntary administrative separation discharge case file.

Authority for maintenance of the system:

10 USC Chapter 859, Separation from Regular Air Force for Substandard Performance of Duty; and Chapter 860, Separation from Regular Air Force for Moral or Professional Dereliction or in the Interest of National Security; AFR 36-2, Administrative Discharge Procedures (For Substandard Performance of Duty, Misconduct, Moral or Professional Dereliction or in the Interest of National Security) and AFR 36-12, Administrative Separation of Commissioned Officers.

Purpose(s):

The users are Strategic Air Command commander and his staff who exercise decision authority in the processing and determination of the officer involuntary separation actions. HQ SAC personnel use these files to process administrative discharge cases of officers assigned to Strategic Air Command.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may ba yiof the or any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual; maintained in paper files.

Retrievability:

Filed by name and type of pending discharge action.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly identified and cleared for need-to-know. Records are stored in locked cabinets in a locked room.

Retention and disposal:

Records are retained in the office files for 90 days after the effective date of the officer's discharge, or if the officer is not discharged, for one year after the cut-off date.

System manager(s) and address:

Chief, Quality Force Management Division, DCS/Personnel, HQ SAC/DPAA, Offutt AFB, NE 68113-5001.

Notification procedure:

Request from individuals for records should be addressed to the Chief, Quality Force Management Division, DCS/Personnel, HQ SAC/DPAA, Offutt AFB, NE 68113-5001. Specific information required to determine if there are records of the individual in the system must include the member's full name, military status, and grade, SSN, or service number. Visiting personnel must show positive proof of identity by providing a military ID card, a valid state driver's license, and two nationally recognized means of identification.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. The mailing address is in the Department of Defense Directory in the appendix to the Air Force systems notice.

Contesting record procedures:

The Air Force rules for contesting contents and for appealing initial determination are found in the Air Force Regulation 12-35.

Record source categories:

Information obtained from automated systems interfaces: Source documents (such as reports) prepared on behalf of the Air Force by boards, committees, and individuals; the member's commanders' Chief, Quality Force Management; consolidated Base Personnel Office; and the SAC Staff Judge Advocate office.

Exemptions claimed for the system:

None.

F035 SAC C

System name:

035 SAC C Public Affairs Personnel Background Record.

System location:

Public Affairs (PA) offices at Headquarters Strategic Air Command (SAC/PA), Headquarters 8th Air Force (HQ 8 AF/PA), Headquarters 15th Air Force (HQ 15 AF/PA), and SAC bases (PA). Official mailing addresses are in the Air Force Address Directory.

Categories of individuals covered by the system:

Public Affairs and administrative personnel currently assigned to Public Affairs offices at SAC bases.

Categories of records in the system:

Name, rank, SSN, photograph, dates of rank, date of separation, assignment history, and military and civilian schooling degrees.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and Air Force Regulation (AFR) 190-1, Public Affairs Policies and Procedures, SAC Supplement.

Purpose(s):

Used by Public Affairs functional managers as a locator and to determine degree, scope and level of experience of Public Affairs personnel for assignment purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual; maintained in paper files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in file cabinets in locked offices.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Public Affairs at all SAC bases.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Official mailing addresses are listed in the appendix to the Air Force Systems Notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Basic information and changes are received directly from the individual.

Exemptions claimed for the system:

None.

F035 SAFCB A

System name:

035 SAFCB A Military Records Processed by the Air Force Correction Board.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330; Washington National Records Center, Suitland, MD.

Categories of individuals covered by the system:

All members or former members of the Air Force; Army Air Forces, Air Corps, United States Army; Air Service, United States Navy; and Aviation Section, Signal Corps, United States Army, who have applied to the Air Force Board for the Correction of Military Records (SAFCB)

Categories of records in the system:

Case folders consist of applications to SAFCB, with supporting evidence, staff advisory opinions and final determinations.

Authority for maintenance of the system:

10 USC Chapter 79 - Correction of Military Records.

Purpose(s):

Case folders are permanent records of all applications and are subjected to review only by an applicant and/or his designated representative, the SAFCB and the Secretary of the Air Force.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Case folders are maintained within SAFCB semi-annually.

System manager(s) and address:

Executive Secretary, SAFCB, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Request for review must provide applicant's full name, service number, and SAFCB docket number (if known). Reviews are held in Suite 201, 1745 Jefferson Davis Hwy, Arlington, VA., between the hours of 0900 to 1600. An applicant must present a personal identification document. A designated representative must present a letter of authorization from the applicant.

Record access procedures:

Request for access may be obtained by letter addressed to the Executive Secretary, SAFCB, Headquarters United States Air Force, Washington, DC 20330.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Forece Regulation 12-35.

Record source categories:

Information is obtained from applicants, Air Force offices and/or other Government agencies.

Exemptions claimed for the system:

None.

F035 SAFPA A

System name:

035 SAFPA A Mobilization Augmentee Training Folders.

System location:

Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Room 5C941, The Pentagon, Washington, DC 20330; Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Members of the Air Force Reserve assigned to Mobilization Augmentation (MA) positions within the Secretary of the Air Force Office of Public Affairs.

Categories of records in the system:

Applications for mobilization augmentee status, training, or assignment; orders to training or active duty; training completion certificates; pertinent correspondence.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Serves as a training record for, 'Participation and Assignment Within the Reserve Components;' used by supervisory personnel to determine eligibility for promotion or reassignment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in office files for two years after the individual completes or discontinues a training course, then retired to Washington National Records Center, Washington DC 20409, and, after 28 additional years, they are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA), Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the A Assistant for Reserve Affairs, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Room 5C941, The Pentagon, Washington, DC 20330, telephone (202) 697-6702. Individuals inquiring by mail should furnish their name and service number. Individuals making personal visits to the Office for Plans and Resources should have in their possession a valid identification card (DD Form 2AF(RES).

Record access procedures:

Individuals can obtain assistance in gaining access by contacting the Reserve Forces Liaison Officer, Office for Resources and Projects, Secretary of the Air Force Office of Public Affairs (SAF/PAX) Washington, DC 20330.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F035 SAFPC A

System name:

035 SAFPC A Air Force Discharge Review Board Retain Files.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

Categories of records in the system:

Copies of correspondence between applicant and Discharge Review Board; duplicates of summary of board proceedings and summary of applicant's military record; and miscellaneous control records.

Authority for maintenance of the system:

10 USC 1553, Review of discharge or dismissal.

Purpose(s):

Used by the Air Force Discharge Review Board as a temporary reference file.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in office files for one year from date of hearing and then destroyed by burning or shredding.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Written requests should contain the full name; service number and Social Security Number of the requester. Personal visits may be made to room 200, 1745 Jefferson Davis Hwy, Arlington, VA. Visitors must supply full name, service number, Social Security Number and some form of identification such as driver's license.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual's military personnel record.

Exemptions claimed for the system:

None.

F035 SAFPC B

System name:

035 SAFPC B Air Force Discharge Review Board Original Case Files.

System location:

National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/ separation/dismissal.

Categories of records in the system:

Original copy of summary of board proceedings, individual's application form, order appointing Discharge Review Board members, summary of applicant's military personnel record, correspondence between applicant and Discharge Review Board and magnetic recording of hearing (if required).

Authority for maintenance of the system:

10 USC 1553, Review of discharge or dismissal.

Purpose(s):

Documents are created and placed in the applicant's military personnel file as a permanent record of the Board's action in the performance of its statutory function. Files are used by the Air Force Manpower and Personnel Center to create new discharge documents if required and to notify the applicant of the outcome of his or her case.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and recording.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by personnel screening.

Retention and disposal:

Retained permanently at the National Personnel Records Center (Military Personnel Records), 9700 Page Blvd., St Louis, MO 63132.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20030.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Written requests should contain the full name service number and Social Security Number of the requester. Personal visits may be made to room 200, 1745 Jefferson Davis Hwy, Arlington, VA. Visitors must supply full name, service number, Social Security Number and some form of identification such as driver's license, credit cards, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual's military personnel record.

Exemptions claimed for the system:

None.

F035 SAFPC C

System name:

035 SAFPC C Air Force Discharge Review Board Voting Cards.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/separation/dismissal.

Categories of records in the system:

Voting cards.

Authority for maintenance of the system:

10 USC 1553, Review of Discharge or Dismissal.

Purpose(s):

Used by the Air Force Discharge Review Board to record votes of board members on individual cases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and, by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year from date of hearing and then destroyed by burning or shredding.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Written requests should contain the full name and Military Service Number or Social Security Number of the requester. Personal visits may be made to room 200, 1745 Jefferson Davis Hwy, Arlington, VA. Personal visitors must supply full name and Military Service Number or Social Security Number and some form of identification such as driver's license, credit cards, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual's military personnel record.

Exemptions claimed for the system:

None.

F035 SAFPC D

System name:

035 SAFPC D Air Force Discharge Review Board Case Control/Locator Cards.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

Former Air Force personnel who submit applications for review of discharge/separation/dismissal.

Categories of records in the system:

Case control/locator cards.

Authority for maintenance of the system:

10 USC 1553, Review of discharge or dismissal.

Purpose(s):

Used by personnel at the Air Force Manpower and Personnel Center who are responsible for servicing the Air Force Discharge Review Board to keep track of cases and to record the daily activity relating to each case.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

Retention and disposal:

Retained permanently at the Air Force Manpower and Personnel Center.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, DC 20330.

Notification procedure:

Written requests should be addressed to: AFMPC/DPMDRAl, Randolph Air Force Base, TX 78150. Such requests should contain individual's full name and Military Service Number or Social Security Number. Personal visits may be made to the Air Force Manpower and Personnel Center, Systems Management Division, Randolph Air Force Base, TX. Visitors must supply their full name and Military Service Number or Social Security Number and provide some form of identification such as driver's license or credit card.

Record access procedures:

Individual can obtain access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual's application form and military personnel record.

Exemptions claimed for the system:

None.

F035 SG A

System name:

035 SG A Application for Aeronautical Rating (Senior and Chief Flight Surgeon).

System location:

The Aerospace Medical Consultants Division, Air Force Medical Service Center (AFMSC/SGPA), Brooks AFB, TX 78235.

Categories of individuals covered by the system:

Air Force Flight Surgeons applying for Senior/Chief Flight Surgeon Rating.

Categories of records in the system: Individual application, summary of contributions to the Aerospace Medicine Program, date of previous ratings, number of flying hours, and written professional examination (multiple choice type) if applicant is not a graduate of the Residency in Aerospace Medicine.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and 8067(f), Designation: Officers to perform certain professional functions.

Purpose(s):

Used by Chief, Flight Medicine, Aerospace Consultant Division and Chief, Aerospace Medicine Division, Office of the Surgeon General to determine professional qualification for award of Senior/Chief Flight Surgeon rating. Used to transmit application data by the individual and AFMSC/SGPA through appropriate command channels; evaluate and make appropriate recommendations concerning award of the advanced ratings; and as authority for publication of Aeronautical Orders by appropriate orders issuing authority.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and are stored in locked rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Flight Medicine, HQ AFMSC/SGPA, Brooks AFB, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Required information is full name, rank and Social Security Number (SSN). Requester may visit Aerospace Medical Consultants Division, Office of the Surgeon General, Headquarters Air Force Medical Service Center, Brooks AFB, TX 78235. Proof of identity is by military ID card and personal recognition due to small number of officers involved.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions and from source documents.

Exemptions claimed for the system:

None.

F035 SG B

System name:

035 SG B Medical Service Corps Personnel Files.

System location:

HQ USAF/SGA, Washington, DC 20332.

Categories of individuals covered by the system:

All active duty and retired or separated medical service corps officers.

Categories of records in the system:

File contains personnel correspondence to and from individual medical service corps officers and forms relating to assignment, extension, Air Force Specialty Code, and other selected documents.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and 8067(d), Designation: Officers to perform certain professional functions.

Purpose(s):

Information is used solely for the purpose of recommending individual for assignment, extension, statistical data, promotion or advanced training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Records are retained in active file as long as officer is on active duty, in inactive file one year from date of retirement, resignation, or separation, and are then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force, Washington, DC 20332.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions, from Senior Medical Service Corps officers, and from the Air Force Manpower and Personnel Center.

Exemptions claimed for the system:

None.

F035 SG C

System name:

035 SG C Veterinary Personnel Files.

System location:

HQ AFMSC/SGPA and USAFSAM/US, Brooks Air Force Base, TX 78232.

Categories of individuals covered by the system:

All active duty and retired or separated veterinary officers.

Categories of records in the system:

File contains personal correspondence to and from individual veterinary officer and forms relating to assignment, extension, Air Force Specialty Code, promotion, and other selected documents.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and 8067(k) Designation: Officers to perform certain professional functions.

Purpose(s):

Information is used solely for the purpose of recommending individual for assignment, extension or advanced training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in active file as long as officer is on active duty and in inactive file one year from date of retirement, resignation, or separation. Then they are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions, from Command, Air Force Veterinarians and Air Force Manpower and Personnel Center Records.

Exemptions claimed for the system:

None.

F035 TAC A

System name:

035 TAC A Informational Personnel Records (PA Personnel Background).

System location:

Office of Public Affairs, HQ Tactical Air Command (PA), Langley Air Force Base, VA 23665-5001.

Categories of individuals covered by the system:

All personnel, Military and Civilian, assigned to the Public Affairs function within Tactical Air Command (TAC).

Categories of records in the system:

Background record name, date of rank, date assigned, date of separation, Air Force specialty codes, photo, education, training, home address, telephone no., and assignments.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 190-1, Public Affairs Policies and Procedures, TAC Sup 1.

Purpose(s):

Used by Office of Public Affairs, Headquarters, Tactical Air Command to identify personnel for deployment in exercises, contingencies, and for intra-command reassignment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, on computer paper printouts and on aperture cards.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Public Affairs, HQ TAC/PA, Langley Air Force Base, VA 23665-5001.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Request must contain name and organization of assignment. ID card or drivers license required for identification.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

From gaining/losing Major Command, Personnel Files, AFMPC Office of Public Affairs personnel.

Exemptions claimed for the system:

None.

F040 AA A

System name:

040 AA A Civilian Personnel Files.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Current and former civilians, statutories, consultants, and Summer Hires employed in the Office of the Secretary of the Air Force only.

Categories of records in the system:

Employment applications and records; award recommendations; position descriptions, training; Process sheets.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To provide information and services to employees and offices within the Office of the Secretary of the Air Force

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by Assistant Manager and to Restricted authorized personnel.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Administrative Assistant to The Secretary of the Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from Air Force Civilian Personnel Offices and from financial institutions.

Exemptions claimed for the system:

None.

F040 AF DP A

System name:

F040 AF DP A—Civilian Employee Drug Testing Records.

System location:

Air Force central civilian personnel offices; military medical laboratories; approved contract and/or Air Force drug testing laboratories. Official mailing addresses are listed in the appendix to the Air Force's compilation of systems of records.

Categories of individuals covered by the system:

Air Force civilian employees and applicants for Air Force civilian positions.

Categories of records in the system:

Records relating to selection, notification, and testing for the use of illegal drugs by civilian employees and selected applicants for civilian positions, to include: Self identification records; requests for testing submitted by employees, supervisors, and commanders; testing notification; documentary evidence in support of testing decision; chain of custody records regarding testing samples; reports of testing results; records relating to the type and quality of testing performed; documentary evidence submitted by employee or applicant in rebuttal of test results; reports of medical findings regarding test results; disciplinary/adverse action records to include notification of proposed action and documentary evidence submitted in support thereof, employee's response and documentary evidence submitted in support thereof, and management's action; referrals to counseling/rehabilitation services; and records regarding employee's consent for release of information concerning counseling/rehabilitation progress.

Authority for maintenance of the system:

5 U.S.C. 7301; Pub. L. 100–71; Executive Orders 12564, "Drug-Free Federal Workplace" and 9397; and 10 U.S.C. 8013, Secretary of the Air Force: Powers and Duties, delegation by; and DoD Directive 1010.9, "DoD Civilian Employee Drug Abuse Testing Program".

Purpose(s):

Provides the record system necessary to manage the Air Force civilian employee and applicant drug abuse testing program. This system tracks the identification, notification, and testing for drug abuse of civilian employees and applicants for selected civilian positions. The system also tracks follow up corrective actions.

The records are also used by the employee's Medical Review Official; the administrator of any Employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating; and supervisory or management officials within the employee's agency having authority to take adverse personnel action against such employee.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with provisions of 5 U.S.C. 7301, the Department of the Air Force's "Blanket Routine Uses" do not apply to this system of records.

To a court of competent jurisdiction where required by the United States Government to defend against any challenge against any adverse personnel action is a compatible routine use required by statute.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

System is maintained on paper records kept in file folders and/or on computer tapes and discs.

Retrievability:

Records are retrieved by employee name, Social Security Number, date of birth, specimen identification number or any combination of these.

Safeguards:

Records are accessed by custodian of the records system and by person(s) responsible for servicing the records system in performance of their official duties who are properly screened. Except when under direct physical control by authorized individuals, records will be stored in security file containers/cabinets or safes and controlled by personnel screening. Computer terminals are located in supervised areas with terminal access controlled by password or other user code systems.

Retention and disposal:

Local retention varies from 3 months to 5 years; or one year after individual has reassigned, separated, retired, or has died. After that time, records are destroyed by tearing, shredding, pulping, macerating or burning.

System manager(s) and address:

Headquarters United States Air Force, Directorate of Civilian Personnel, Benefits and Entitlements Division (HQ USAF/DPCE), Washington, DC 20330-5060, or comparable official of the Civilian Personnel Office serving the Air Force activity/installation. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Notification procedure:

Individuals seeking to determine whether this system contains information about themselves should address written inquiries to or may appear in person at their servicing Central Civilian Personnel Office of the appropriate Air Force activity/installation or to the Headquarters United States Air Force, Directorate of Civilian Personnel, Benefits and Entitlements Division (HQ USAF/DPCE), Washington, DC 20330-5060. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Written requests should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed. Requests in person must be made during normal working hours Monday through Friday, excluding national and/or local holidays.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to or appear in person to the servicing Central Civilian Personnel Office of the appropriate Air Force activity/installation or to the Headquarters United States Air Force, Directorate of Civilian Personnel, Benefits and Entitlements Division (HQ USAF/DPCE), Washington, DC 20330-5060. Proof of identification will be required prior to disclosure.

Contesting record procedures:

The Department of the Air Force rules for accessing records and for contesting contents and appealing initial determinations by the individual concerned are published in Air Force Regulation 12-35; 32 CFR part 806b; or may be obtained from the system manager.

Record source categories:

Records in this system are obtained from (a) the individual to whom the record pertains; (b) Air Force employees involved in the selection and notification, and collection of individuals to be tested; (c) laboratories that test urine specimens for the presence of illegal drugs; and (d) supervisors and managers and other Air Force officials.

Exemptions claimed for the system:

None.

F040 AF MP H

System name:

040 AF MP H Employee Assistance Program Case Record Systems.

System location:

Consolidated civilian personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Copies are maintained by supervisors and other Air Force installation offices.

Categories of individuals covered by the system:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counselling assistance.

Categories of records in the system:

Case records on employees which are maintained by counselors, supervisors, civilian personnel offices and Social Action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

Authority for maintenance of the system:

Drug Abuse Office and Treatment Act of 1972, as amended by Pub. L. 93-282 (21 USC 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Pub. L. 93-282 (42 USC 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; 5 USC Chapter 43, Performance Rating.

Purpose(s):

Used by the counselor in the execution of his/her counselling function as it applies to the individual employee. With specific written authority of the employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force subject to the limitations cited in the statutes listed above under 'authority for maintenance of the system'.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Records are purged of identifying information within five years after termination of counselling or destroyed when they are no longer useful. Destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force or comparable official of the Civilian Personnel Office servicing the Air Force activity/installation.

Notification procedure:

Request by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employee Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to the same address as above. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Exemptions claimed for the system:

None.

F040 AF NAFI A

System name:

040 AF NAFI A Non-Appropriated Fund (NAF) Civilian Personnel Records.

System location:

Civilian personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. AFMPC/DPMS, Randolph Air Force Base, TX.

Categories of individuals covered by the system:

Air Force civilian employees paid from nonappropriated funds.

Categories of records in the system:

Life cycle personnel actions and related documents related to employment and pay of NAF employees including documents related to employees benefits.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To document and record personnel action on individual employees and to determine pay and other benefit entitlements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retired to National Personnel Records Center upon separation of individual from employment.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

Notification procedure:

Contact the servicing Civilian personnel office. Identifying information is required to satisfy custodian of record.

Record access procedures:

Contact the servicing Civilian personnel office maintaining record. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, personnel documents requesting and appointing and paying individual, and from documents related to designation of benefits and beneficiaries.

Exemptions claimed for the system:

None.

F040 AFAA A

System name:

040 AFAA A Merit Promotion File.

System location:

HQ Air Force Audit Agency, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

Air Force Audit Agency civilian employees

Categories of records in the system:

Correspondence and records incidental to the application and qualification for promotion and duty assignments. Records include, but are not limited to, Supervisory Appraisals, Training Information, Qualifications Profile Records, Personal Qualification Statements, Records of Placement Applications and Disposition, Assignment and Reassignment Records (Orders, Mobility Certificates, Shipments of Household Goods, Overseas Assignments), Position Descriptions, and Records of Personnel Actions.

Authority for maintenance of the system:

5 USC, Chapter 33, Subchapter I - Examination, Certification, and Appointment.

Purpose(s):

Used by the Command Section, AFAA, and the Directorate of Resources Management Staff to determine eligibility and relative competitive standing for promotion or other placement. Provides personnel data for management purposes, including location, changes of station, mobility, pay information, previous assignments, education and self-development, supervisory performance appraisals, results of competition for promotion or other placement action, descriptions of duties, and recognitions achieved.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/AG), Norton Air Force Base, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager and the Director of Resource Management, HQ Air Force Audit Agency (AFAA/RM), Norton Air Force Base, CA 92409.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers; financial, educational, and medical institutions; trade associations, automated system interfaces; police and investigating officers; state or local governments; international organizations; corporations; witnesses; source documents; and individual input and documents generated internally within the AFAA.

Exemptions claimed for the system:

None.

F040 AFLC A

System name:

040 AFLC A Air Force Logistics Command (AFLC) Senior Civilian Information File.

System location:

Directorate of Civilian Personnel, Headquarters AFLC, Wright-Patterson Air Force Base, OH.

Categories of individuals covered by the system:

AFLC personnel grade GS-16 and Senior Executive Service members.

Categories of records in the system:

Picture, biography, grade, series, organization, location, primary specification number (PSN), approval date, SCD, date of birth, date assigned, veterans status, education level, name, title.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and AFLC Supplement 1 to Air Force Regulation 40-300, Filling Positions.

Purpose(s):

Preclude gathering each time needed, justify retention of PSN, provide biographical information as needed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File binder.

Retrievability:

Name, grade, organization.

Safeguards:

File cabinet.

Retention and disposal:

One year after incumbent leaves position. Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Director of Civilian Personnel, Headquarters, AFLC Wright-Patterson Air Force Base, OH

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

HQ AFLC Office of Information, Civilian Personnel Statiscal Accounting System.

Exemptions claimed for the system:

None.

F040 AFRES A

System name:

040 AFRES A Air Reserve Technician (ART) Officer Selection Folders.

System location:

Headquarters Air Force Reserve/DPC Robins Air Force Base, GA 31098.

Categories of individuals covered by the system:

All civilian employees who apply and are eligible for promotion to ART officer positions.

Categories of records in the system:

Qualification statement, training and testing record, appraisal and ranking records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To evaluate and rank individuals for merit promotion to ART officer level positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters Air Force Reserve.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from official personnel folders, supervisory appraisals, tests, evaluations.

Exemptions claimed for the system:

None.

F040 ASG A

System name:

040 ASG A Civilian Pay-Personnel-Manpower (Paperman).

System location:

1947th Administrative Support Group (HQ 1947 ASG/DPD), Washington, DC 20330.

Categories of individuals covered by the system:

Pending, current, and former Air Force appropriated fund civilian employees assigned to HQ USAF civilian certain personnel of Air Force intelligence service, Air Force Communications Command, National Guard Bureau, US Air Force Manpower and Personnel Center and Air Force Data Services Center in the Washington, DC area.

Categories of records in the system:

Employment information including position authorization position, personnel date, suspense information, position control information, projected information and historical information.

Authority for maintenance of the system:

5 USC Chapter 33, Examination, Selection and Placement.

Purpose(s):

To provide system support to HQ US Air Force and other serviced activities in that part of Office of Personnel Management and Air Force requirements to maintain a personnel management and records keeping system that pertains to evaluation, authorization and position control, position management, staffing skills inventory, career management, training, retirement, Employee Services, rights and benefits and the suspensing and processing of personnel actions; to provide individual records and reports to HQ, US Air Force and the Civil Service Commission; to provide information required by the Office of Personnel Management for the transfer between USAF and other federal activities; to provide reports of military reserve status to other Armed Services for contingency planning; and to provide information to employee unions as prescribed by negotiated contract.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Normally data are retrieved by use of nonpersonal information such as organizational unit, type of employment, occupation, functional area or other workforce characteristics, or name, Social Security Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards, and controlled by personnel screening and computer system software.

Retention and disposal:

Coding Forms, punch cards, on-line terminal message sheets and system quality control products are destroyed after use by tearing into pieces, shredding, pulping, macerating or burning; master personnel records for pending employees are transferred to the active file upon appointment of the employee; master personnel records for active employees are transferred to the separated employee history file where they are retained for two years subsequent to separation and then destroyed by degaussing. Computer printouts are retained until they are microfilmed, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Microforms are retained until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, macerating, burning or chemical dissolution of the images. The Notification of Personnel Action, Standard Form 50 is disposed of as directed by the Office of Personnel Management. Work files and records, such as the employee career brief, position survey worksheet, retention register, alphabetical and Social Security number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. Worksheets pertaining to qualifications and retention registers are disposed of as directed by the OPM. Transitory files such as the pending file and recovery files are destroyed after use by degaussing. Files and records retrieved through general retrieval systems are destroyed after use by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Civilian Personnel Officer, 1947th ASG/DPC, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information received from the employee and the Office of Personnel Management's Official Personnel Folder.

Exemptions claimed for the system:

None.

F045 AFRES A

System name:

045 AFRES A Reserve Medical Service Corps Officer Appointments.

System location:

Headquarters Air Force Reserve (AFRES), Robins Air Force Base, GA 31098.

Categories of individuals covered by the system:

Air Force Reserve medical service officer applicants.

Categories of records in the system:

Status and actions taken during the processing of applications for appointment.

Authority for maintenance of the system:

10 USC 591, Reserve components: Qualifications; 2104, Advanced Training; eligibility for; 2107 Financial Assistance Program for Specially Selected Members; 8067, Designation: Officers to perform certain professional functions; and 9411, Establishment: Purpose.

Purpose(s):

Provides a ready reference and status of all applications and the actions accomplished during the processing of each.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files/folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by commanders of medical centers and hospitals and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Command Surgeon, HQ AFRES, Robins AFB, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F045 ARPC A

System name:

045 ARPC A Air Force Reserve Application.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force active duty personnel, civilian employees and former employees, Air Force Reserve and Air National Guard personnel, dependents of military personnel.

Categories of records in the system:

Copies of application for appointment as reserve of the Air Force and comparable forms, correspondence, and related papers.

Authority for maintenance of the system:

10 USC 275 Personnel Records, 672 Reserve Components General, 8358 Commissioned Officers original appointment; service credit, 8359 Commission Officers original appointment; determination of grade as implemented by Air Force Regulation (AFR) 36-15, Appointment In Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and USAF (Temporary).

Purpose(s):

To determine if individual qualifies for appointment or commissioning in the Reserve of the Air Force on voluntary entry on EAD and justification, if any, for an Air Force Specialty Code (AFSC). Medical applications are forwarded for approval to AFMPC/SG, Randolph Air Force Base, TX 78150.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files and file folders.

Retrievability:

Filed by Social Security Number (SSN), by name, or case control number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Destroy one year after approval or one year after individual declines appointment. Applications for EAD are destroyed after one year or when superseded, obsolete and no longer needed for reference or inactivation whichever is sooner. Documents destroyed by tearing, shredding, macerating, or pulping.

System manager(s) and address:

Commander Air Reserve Personnel Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer ARPC/DAD, Denver, CO 80280. Written request for information should contain full name of individual, Social Security Number (SSN), current address and the case control number shown on any correspondence received from center. Records may be reviewed in records review room ARPC, Denver, CO 80280, between 8:00 a.m. and 3:30 p.m. on normal workdays. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her identification, such as is on an application for a reserve appointment or EAD.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DAD, Denver, CO 80280, telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from individual applying for appointment in the reserve, applications for extended active duty, and statement of military who served in the Navy or Marine Corps.

Exemptions claimed for the system:

None.

F045 ARPC B

System name:

045 ARPC B—Inactive Duty Training, Extension Course Institute (ECI) Training.

System location:

Air Reserve Personnel Center (ARPC), Denver CO 80280-5000.

Categories of individuals covered by the system:

Air Force Reserve and National Guard personnel.

Categories of records in the system:

Authorization for inactive training, authorization for individual inactive duty training (for nonpay status only; for pay status authorization). Certificate of completion issued on completion of volume of a course. Point credit source document maintained on active Air Force Reserve member.

Authority for maintenance of the system:

10 U.S.C. 1331, Age and service requirements; 1332, Computation of years of service in determining entitlement to retired pay, and 1333, Computation of years of service in computing retired pay as implemented by Air Force Regulation (AFR) 35-41, Vol II, Reserve Training; and Executive Order 9397.

Purpose(s):

To record completion of each volume of a correspondence course by a Reservist and show training performed for either paid or non-paid status. Record is used by military personnel clerks to audit a Reservist point credit account and as a cross check to ensure accuracy of the Reservist's yearly point credit account as it pertains to his pay account.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Inactive duty training documents (originals) are destroyed after 5 years. ECI certificates (duplicates) issued on completion of a course are filed in the field personnel record until it is outdated, then it is destroyed by tearing into pieces, macerating, shredding, pulping, or burning.

System manager(s) and address:

Commander, ARPC, Denver CO 80280-5000.

Notification procedure:

Requests from individuals should be addressed to the Records Manager, ARPC/DAD, Denver CO 80280-5000. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, ARPC, Denver CO 80280-5000 between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Records Manager, ARPC/DAD, Denver CO 80280-5000, telephone (303) 370-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information from individual Reservist, Air National Guard and Air Force Reserve unit.

Exemptions claimed for the system:

None.

F045 ATC B

System name:

045 ATC B AFROTC Cadet Personnel System (CPS).

System location:

AFROTC/SI, Maxwell AFB, AL 36112. Copies pertaining to each AFROTC detachment are located at the respective detachment. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

AFROTC cadets.

Categories of records in the system:

Name, Social Security Number (SSN), AFROTC Detachment number, AFROTC Detachment assignment. Area crosstown/consortium student identification, type ROTC program, AFROTC Aerospace studies course, AFROTC student, status, initial AFROTC category when first enrolled, current AFROTC category, reason for change, Air Force officer qualifying test scores, established graduation date, current established commissioning date, field training status, AFROTC member field training rating academic specialty, date entered professional officer course training, prior service, date of enlistment in the Air Force Reserve, sex, race, date of birth, AFROTC college scholarship status, AFROTC Aerospace studies course when scholarship was activated, length of AFROTC scholarship entitlement, date of scholarship activation, date of scholarship termination, Air Force Junior ROTC Corps identifier, cumulative grade point average, type academic credit, Flight Instruction Program Status, category eligibility, service component time-on-EAD.

Authority for maintenance of the system:

10 USC Chapter 103 - Senior Reserve Officer Training Corps; and Air Force Regulation 45-48, Air Force Reserve Officer Training Corps (AFROTC).

Purpose(s):

Cadet personnel data used by detachments, staff, and AFROTC Commandant to manage the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Filed by name or SSN.

Safeguards:

Records are accessed by custodian of the record system and stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation. Computer history tapes are retained indefinitely.

System manager(s) and address:

Chief, Information Systems Division, AFROTC/SI, Maxwell AFB, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requests should include name, SSN, detachment, and date enrolled.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports and from the individual.

Exemptions claimed for the system:

None.

F045 ATC C

System name:

045 ATC C Cadet Records.

System location:

AFROTC/RRF, Maxwell Air Force Base, AL 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Force's system notices.

Categories of individuals covered by the system:

AFROTC cadets applying for, or enrolled or previously enrolled within the past three years in the professional officers course or the general military course, if the latter participation was in a scholarship status.

Categories of records in the system:

Applications for enrollment in the Air Force Reserve Officers' Training Corps (AFROTC) courses, applications for the AFROTC scholarship program, substantiation documents of qualification for the courses or programs, acceptances of applications, awards of scholarships, documents attesting to medical, academic, moral and civic qualifications, documents recording progress in flying instruction, Euro-NATO Joint Jet PNATO Joint Jet Pilot Training (ENJJPT) application data, academic curriculum and leadership training, counseling summaries, records of disenrollment from other officer candidate training; records of separation or discharge from officer candidate training; records of separation or discharge of prior servicemen financial record data, certification of degree requirements; Regular appointment nomination data, documents tendering and accepting commissions, documents verifying national agency checks or background investigations, documents required or proffered during investigations for disenrollment, legal opinions, letters of recommendations, corroboration by civil authorities, awards, citations; and allied papers. Field training administration records consist of student assignment/orders. in-processing checklist, counseling records, drill evaluation, weekly quarters inspection, discrepancy reports, student performance reports. Flight instruction program records consist of student eligibility, grade sheets and performance records, training certificates, waiver and elimination actions.

Authority for maintenance of the system:

Title 10 USC Chapter 33, Appointment in Regular Component, and Chapter 103 - Senior Reserve Officers' Training Corps; and Air Force Regulation 45-48, Air Force Reserve Officers' Training Corps (AFROTC).

Purpose(s):

Used for recruiting and qualifying a candidate for acceptance as an AFROTC cadet, continuing the cadet in the program and awarding an Air Force commission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The life cycle of the records begins with the application and testing of the candidate. Documents establishing qualification and satisfaction of criteria along with contracts and allied documents establish the cadet record. Progress documents, counseling sheets and performance records are maintained until graduation and commissioning. Finally, the records are destroyed one year after commissioning. An exception to the one year retention is the record of a disenrollee, one who does not complete the program nor receive a commission. Under these circumstances, the cadet record is maintained for three years. Further disposal of records is by burning, pulping or tearing into pieces.

Retrievability:

Records are retrieved by name, Social Security Number and detachment number as paper records in file folders.

Safeguards:

Storage in file cabinets that are accessible to the detachment staff and the individual concerned. AFROTC employs a locked rotary diebold power file and file cabinets accessible to the staff.

Retention and disposal:

Records are destroyed by standard means one year after a cadet is commissioned. Disenrolled cadets: Records are retained for three years and then destroyed by tearing into pieces, macerating, or burning.

System manager(s) and address:

Director of senior program, Air Force Reserve Officer Training Corps, Maxwell Air Force Base, AL 36112; and detachment Commander of the appropriate AFROTC detachment.

Notification procedure:

Requests from individuals should be addressed to the detachment Commanders of their particular AFROTC detachment indicating their name and Social Security Number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/RRF, Maxwell Air Force Base, AL 36112, both addresses may be visited by the requester.

Record access procedures:

Requests from individuals should be addressed to the detachment Commanders of their particular AFROTC detachment, indicating their name and Social Security Number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/RRF, Maxwell Air Force Base, AL 36112, both addresses may be visited by the requester.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Sources of records in the system are educational institutions, secondary and higher learning; government agencies; civilian authorities; financial institutions; previous employers; individual recommendations, interviewing officers; and civilian medical authorities.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(5). For additional information, contact the System Manager.

F045 ATC D

System name:

045 ATC D AFROTC Field Training Assignment System.

System location:

AFROTC/OTDF, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

AFROTC cadets and active duty military personnel assigned to AFROTC.

Categories of records in the system:

Personnel assignment request, availability, and actual assignments.

Authority for maintenance of the system:

10 USC 103, Senior Reserve Officers' Training Corps, and Air Force Regulation 45-3, Air Force ROTC Field Training Program.

Purpose(s):

Used to assign staff and students to field training locations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing records in the system:

Storage:

Maintained in file folders, note books/binders and on computer and computer output products.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Program Manager, Field Training, AFROTC/OTDF, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Individuals must provide name, SSN and unit of assignment.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

AFROTC detachment personnel.

Exemptions claimed for the system:

None.

F045 ATC E

System name:

045 ATC E Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files.

System location:

Central records maintained at Four-Year AFROTC Scholarship Branch (RRUF), Maxwell Air Force Base, AL 36112; computer printout summary data sent to AFROTC and Air Force Junior Reserve Officer Training Corps (AFJROTC) detachments; AFROTC area admission counselors located at selected AFROTC detachment, and congressmen at their request. Addresses are maintained by the AFROTC Commandant, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

High school students or graduates who apply for the four-year scholarship.

Categories of records in the system:

AFROTC administrative unit; applicant's address; AFROTC detachment located at the educational institution to be attended by the applicant; AFROTC detachment which the applicant desires to attend; AFJROTC unit attended by applicant; college entrance examination board scores; applicant's class standing and size of class; applicant disqualification causes; personal interview actions and associated waivers as required; applicant medical status; applicant's full name; AFROTC program qualification; applicant medical remedial requirements; applicant scholarship status; applicant Social Security Number (SSN); applicant test qualification, civil air patrol wing attended; applicant's high school and address; applicant high school decile placement; applicant grade point average; applicant telephone number; applicant date of birth; applicant statement of understanding and intent; medical testing facility; AFROTC area admission counselor's areas of responsibilities; applicant scholarship choices; AFROTC four-year central scholarship selection board results; applicant's designated scholarship; civil involvement information and associated waivers as required; name of educational institution to be attended by applicant; applicant's high school principal evaluation; AFJROTC instructor evaluation of a cadet; high school transcripts; application forms.

Authority for maintenance of the system:

10 USC 2107, Financial assistance program for specially selected members; and Air Force Regulation 45-48, Air Force ROTC.

Purpose(s):

Used by AFROTC scholarship program office, AFROTC detachments, and AFROTC area admission counselors for processing and awarding of AFROTC 4-year scholarships; counseling applicants concerning application difficulties and problems; and the recruiting of applicants into the AFROTC program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets, and on computer and computer output poducts.

Retrievability:

Filed by name and SSN.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Four-Year Scholarship Branch, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Chief, Four-Year Scholarship Branch, Maxwell Air Force Base, AL. Requests should include the full name, military-applicant status, and SSN or military service number. Individuals may visit the AFROTC scholarship Programs Office, Maxwell Air Force Base, AL 36112. Individuals must provide their full name, military applicant status, and SSN or service number.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions, automated system interfaces, police and investigating officers and from source documents such as reports.

Exemptions claimed for the system:

None.

F045 MPC A

System name:

045 MPC A Educational Delay Board Findings.

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78150-6001.

Categories of individuals covered by the system:

Air Force Reserve Officers' Training Corps (AFROTC) Cadets and/or AFROTC graduates (officers).

Categories of records in the system:

Applications for delay in entering extended active duty status to pursue advanced degrees.

Authority for maintenance of the system:

10 USC 2108, Advanced standing; interruption of training; delay in starting obligated service; release from program, and 50 Appendix 456, Deferments and exemptions from training and service, as implemented by Air Force Regulation 33-3, Enlistment in the United States Air Force.

Purpose(s):

Used to inform applicants of results of Board action on their request for delay.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Disapproved applications are destroyed after 6 months; approved applications are destroyed on completion of delay.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Member's application.

Exemptions claimed for the system:

None.

F050 AF A

System name:

050 AF A Student Record.

System location:

Professional Military Education Centers, NCO Academies and schools at Air Force Major Commands and bases.

Categories of individuals covered by the system:

Military personnel assigned to the centers or schools as students.

Categories of records in the system:

Student records including academic standing, evaluations, training and testing results, counseling, locator information.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by as implemented by Air Force Regulation (AFR) 50-39, Noncommissioned Officer Professional Military Education and Civilian Initial Supervisory Training.

Purpose(s):

Used as a record of attendance and training, class standing, completion or elimination, as locator, and as a source of statistical information.

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper files, and on computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are stored in security file containers/cabinets or rooms. Records are accessed by the custodian of the system or persons responsible for maintenance of the records in course of their official duties.

Retention and disposal:

Retained for 10 years.

System manager(s) and address:

Superintendent for PME at each Major Command, commandant at each academy or leadership school or director of personnel at each base where a school is located. Addresses are in the address directory which follows the systems notices.

Notification procedure:

Requests from individuals should be addressed to the system manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from students and staff.

Exemptions claimed for the system:

None.

F050 AF MP A

System name:

050 AF MP A Education Services Program Records (Individual).

System location:

Base Level Education Services Centers.

Categories of individuals covered by the system:

All officers and airmen who participate in the Education Services Program.

Categories of records in the system:

Pertinent education data maintained in an educational file folder may be Air Force (AF) Form 118, Notice of Student Withdrawal/Noncompletion (copy) (cy); AF Form 186, Individual Record-Education Services Program (cy); AF Form 204, Permissive Temporary Duty (TDY) Request - Operation Bootstrap (cy); AF Form 1033, Academic Education Data (cy); AF Form 1227, Authority for Tuition Assistance - Education Services Program (cy); DD Form 114, Military Pay Order (cy) or Department of Defense (DD) Form 1131, Cash Collection for Voucher (cy); DD Form 295, Application for the Evaluation of Educational Experiences During Military Service (cy); Veterans Administration (VA) Form 22-8821, Application for Educational Assistance (cy); VA Form 22-1990p, Serviceperson's Application for Educational Benefits (cy); Academic evaluations and/or transcripts from schools; and Educational test results from testing agencies.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 213-1, Operation and Administration of the Air Force Education Services Program.

Purpose(s):

Counseling/Advisement Guide and Educational Registration Record used by Education Services Center staff personnel, Promotion and/or classification boards, and other authorized personnel such as military service schools, civilian schools, and supervisors of military personnel. The principle purpose is to provide a record of educational endeavors and progress of Air Force personnel participating in Education Services programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records may be disclosed to civilian schools.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file folders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Given to individual when released from EAD, discharged, or retired. Servicing CBPO will destroy in case of death by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters, United States Air Force, Washington, DC 20330.

Notification procedure:

Individuals may contact agency officials at the respective installation education center in order to exercise their rights under the Act.

Record access procedures:

Individuals may contact agency officials at the respective installation education center in order to exercise their rights under the Act.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Data gathered from the individual, data gathered from other personnel records, transcripts and/or evaluations from schools and test results from testing agencies.

Exemptions claimed for the system:

None.

F050 AF SG A

System name:

050 AF SG A Nursing Skill Inventory.

System location:

Nursing office SGHN Air Force hospitals, medical centers and clinics.

Categories of individuals covered by the system:

All nursing personnel on base.

Categories of records in the system:

List of skill proficiency each individual nurse has attained.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and 8067(e), Designation: Officers to perform certain professional functions.

Purpose(s):

Furnishes on-the-job training instructor skill level progress of each nurse.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents.

Exemptions claimed for the system:

None.

F050 AF SP A

System name:

050 AF SP A Unit Training Program.

System location:

Air Force Security Police units at all Air Force installations and Air National Guard activities. Air Force Reserve units. Official mailing addresses are in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All military and civilian Security Police personnel.

Categories of records in the system:

Name, grade, and dates of training.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Power and duties; delegation by.

Purpose(s):

To document required training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117.

Notification procedure:

Contact Base System Manager.

Record access procedures:

Contact Base System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Completion of training subjects.

Exemptions claimed for the system:

None.

F050 AFA A

System name:

050 AFA A Military Performance Average.

System location:

United States Air Force Academy, USAF Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

Rating forms used to compute Military Performance Average (MPA).

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

Used to determine the semester and cumulative MPA for USAFA Cadets as an input to the overall performance average. Identifies cadets for the Commandant's List and deficient cadets to be placed on aptitude probation, and consideration for disenrollment from the USAF Academy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Military performance information is released to the nominating official upon request in order to evaluate nominating procedures.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper form, on computer and computer output products.

Retrievability:

Filed by name, Cadet Number, and Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and on computer storage devices protected by computer system software.

Retention and disposal:

All MPA forms prepared by coaches, Officers in Charge (OICs), academic instructors and Air Officers Commanding (AOCs) are destroyed one year after close of rating cycle. MPA forms prepared by cadets are transferred to the Cadet Personnel Record where they are destroyed 90 days after graduation.

System manager(s) and address:

Commandant of Cadets, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from coaches, OICs of cadet intercollegiate and extracurricular clubs and teams, academic instructors, AOCs, and the cadet chain of command.

Exemptions claimed for the system:

None.

F050 AFA B

System name:

050 AFA B Instructor Academic Records.

System location:

United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

AF Academy cadets and graduates.

Categories of records in the system:

(1) Cadet information card. (2) Listings of all cadet academic schedules including final examination schedules; rosters of cadets by course, taking final examinations; extra instruction or hospital instruction schedules; rosters of cadets requesting permission to enroll in independent study, or authorized to drop or add course; listings of course rosters prepared for current semester showing individual's enrollment by course section; reports of reasons for cadet absences or lateness for academic causes; listings of cadets improperly registered in classes. (3) Themes, research papers, graded recitations, grade reviews, other graded work, laboratory reports, case studies, final and midterm examinations, turnout examinations, validation examinations, and graded reviews of courses in which no final examination is given. (4) Copies of academic schedules and grades, requests for academic waivers, documentation of academic difficulty, plans outlining courses that must be taken in order to graduate. (5) Graduate record examination scores, orders of merit scores, cumulative GPA scores, and panel commentaries. (6) Various cadet grade reports, cards and sheets used in auditing and distributing academic grades.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

(1) Individual cards on cadets listing name, date of birth, SSN, admission examination scores, course grades and instructor evaluations concerning aptitude, attitude, and performance are used by instructor to evaluate potential cadets for commissioned service and to evaluate potential cadets as future instructors. (2) Provides both cadets and instructors the schedules of classes and classrooms and an explanation for any deviation from these schedules and is used by the cadets and instructors to provide locator and scheduling information and to provide course offering information, to change current and future semester course enrollments, to reschedule cadets and establish criteria for resectioning cadets in their courses during the academic year. (3) Used in assigning grade scores to monitor progress of cadets throughout the academic year and to determine grades. (4) Used for counseling cadets on academic performance by the counselors and advisors. Assists the cadet in planning an academic program that will satisfy graduation requirements. (5) Used in the applications of graduates competing for the various fellowships and other post-graduate scholarships by Graduate Scholarship Committee. (6) Used in auditing and distributing academic grades and are compiled to determine a letter grade for each student in each course.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in card files, on computer magnetic tapes and printouts, and in file folders/notebooks/binders/visible files.

Retrievability:

By name or Social Security Number of cadet.

Safeguards:

Records are accessed by authorized person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked safes, file containers, cabinets or rooms and on computer storage devices protected by computer system software.

Retention and disposal:

(1) Destroy after purpose has been served or 10 years after graduation, whichever is sooner. (2) Destroy at end of academic year or upon completed action, whichever is sooner. (3) Destroy 3 months after end of the semester in which administered or at the discretion of the course director, return to the cadet for retention as reference and study materials. (4) Same as (2) above. (5) Destroy when no longer needed. (6) Destroy when superseded or when purpose has been served, whichever is sooner.

System manager(s) and address:

Dean of Faculty, Director of Athletics, and Commandant of Cadets, United States Air Force Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports prepared on behalf of the AF by boards, committees, panels, auditors, and educational institutions, individual, instructors, automated system interfaces from course requisites.

Exemptions claimed for the system:

None.

F050 AFA C

System name:

050 AFA C USAF Academy Athletic Records.

System location:

United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy applicants, nominees and cadets; members of coaches intercollegiate booster clubs; users of Academy athletic facilities.

Categories of records in the system:

(1) Applicants/Nominees: High school transcript, athletic questionnaire, correspondence, test scores. (2) Cadets: (a) Athletic performance tests, (b) Counseling record, (c) Intramural record, (d) Physical education record, (e) Physical fitness test, (f) Sports publicity information. (3) Physical fitness and endurance research. (4) Reservation forms and mailing lists.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

(1) Verify and evaluate athletic and academic background for possible appointment to the Air Force Academy. (2) Monitor cadet participation and progress in physical education/intercollegiate/intramural programs. (3) Establish standards and improve athletic programs. (4) Contact booster club members and individuals who reserve Academy athletic facilities by mail and telephone.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record from this system of records may be used for news releases and may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, computer and computer output products, and microfiche.

Retrievability:

By name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets, locked rooms and on computer storage devices protected by computer system software.

Retention and disposal:

(1) Destroy one year after graduation or one year after cadet would have graduated. (2) (a) Destroy 30 days after end of academic year. (b) Destroy upon graduation. (c) Destroy after 1 year. (d) Destroy when no longer needed. (e) Destroy after four academic years. (f) Destroy when no longer needed. (3) Destroy when no longer needed. (4) Destroy when no longer needed.

System manager(s) and address:

Director of Athletics, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

Record source categories:

Individual applicant, nominee or cadet; coaches, instructors and squadron athletic officers; educational institutions; the media; officers in charge of individual sports; Registrar's Office, and Curriculum and Scheduling Office; Store Human Performance Laboratory; DOD agencies; individuals.

Exemptions claimed for the system:

None.

F050 AFAA A

System name:

050 AFAA A Air Force Audit Agency Office Training File.

System location:

Command Section, AFAA/AG, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Forces and Support, AFAA/FS, Norton AFB CA 92409; Directorate of Field Activities, AFAA/FD, Norton AFB CA 92409; Directorate of Acquisition and Logistics, AFAA/QL, Wright-Patterson AFB OH 45433; Directorate of Resource Management, AFAA/RM, Norton AFB CA 92409; Assistant Auditor General, AFAA/AI (Pentagon), Washington DC 20330; Central Audit Region, AFAA/FDC, Offutt AFB NE 68113; Southern Audit Region, AFAA/FDS, Langley AFB VA 23665; European Audit Region, AFAA/FDU, APO NY 09012; Pacific Audit Region, Hickam AFB HI 96853; AFAA/FDW, McClellan AFB, CA 95652; Acquisition Audit Region/QLQ, Andrews AFB DC 20331; AFAA Area Audit Office, Barksdale AFB LA 71110; AFAA Area Audit Office, Bergstrom AFB TX 78743; AFAA Area Audit Office, Cannon AFB NM 88101; AFAA Area Audit Office, Carswell AFB TX 76127; AFAA Area Audit Office, P.O. Box 547, Dyess AFB TX 79607; AFAA Area Audit Office, Ellsworth AFB SD 57706; AFAA Area Audit Office, Grand Forks AFB ND 58205; AFAA Area Audit Office, Holloman AFB NM 88330; AFAA Area Audit Office, Little Rock AFB Jacksonville AR 72076; AFAA Area Audit Office, Minot AFB ND 58701; AFAA Area Audit Office, Offutt AFB NE 68113; AFAA Area Audit Office, McConnell AFB KS; AFAA Area Audit Office, Sheppard AFB TX 76311; AFAA Area Audit Office, Bldg 1522, Stop 166, Andrews AFB DC 20331; AFAA Area Audit Office, Chanute AFB IL 61868; AFAA Area Audit Office, Charleston AFB SC 29404; AFAA Area Audit Office, Dover AFB DE 19901; AFAA Area Audit Office, Griffiss AFB NY 13441; AFAA Area Audit Office, Grissom AFB IN 46971; AFAA Area Audit Office, Homestead AFB FL 33039; AFAA Area Audit Office, Bldg 4330, Keesler AFB MS 39534; AFAA Area Audit Office, K I Sawyer AFB MI 49843; AFAA Area Audit Office, Langley AFB VA 23665; AFAA Area Audit Office/LA, MacDill AFB FL 33608; AFAA Area Audit Office, McGuire AFB NJ 08641; AFAA Area Audit Office, Pease AFB NH 03801; AFAA Area Audit Office, Plattsburgh AFB NY 12903; AFAA Area Audit Office, Scott AFB IL 62225; AFAA Area Audit Office, Seymour Johnson AFB NC 27531; AFAA Area Audit Office, Shaw AFB SC 29152; AFAA Area Audit Office, Tyndall AFB FL 32403; AFAA Area Audit Office, APO San Francisco 96334; AFAA Area Audit Office, Beale AFB CA 95903; AFAA Area Audit Office, Castle AFB CA 95342; AFAA Area Audit

Office, APO San Francisco 96274; AFAA Area Audit Office, Davis-Monthan AFB AZ 85707; AFAA Area Audit Office, P.O. Box 878, Elmendorf AFB AK 99506; AFAA Area Audit Office, P.O. Box 1313, Fairchild AFB WA 99011; AFAA Area Audit Office/LA, George AFB CA 92392; AFAA Area Audit Office, Hickam AFB HI 96853; AFAA Area Audit Office, APO San Francisco 96239; AFAA Area Audit Office, APO San Francisco 96264; AFAA Area Audit Office, Luke AFB AZ 85309; AFAA Area Audit Office, Mather AFB CA 95655; AFAA Area Audit Office, McChord AFB WA 98438; AFAA Area Audit Office, Mountain Home ID 83648; AFAA Area Audit Office, Nellis AFB NV 89191; AFAA Area Audit Office, APO San Francisco 96570; AFAA Area Audit Office/34AG, Norton AFB, CA 92409; AFAA Area Audit Office, Travis AFB CA 94535; AFAA Area Audit Office, Peterson AFB CO 80914; AFAA Area Audit Office, Vandenberg AFB CA 93437; AFAA Area Audit Office, APO San Francisco 96328; AFAA Area Audit Office, APO New York 09238; OFfice, APO New York 09755; AFAA Area Audit Office, APO New York 09283; AFAA Area Audit Office, APO New York 09132; AFAA Area Audit Office, APO New York 09109; AFAA Area Audit Office, APO New York 09179; AFAA Area Audit Office, APO New York 09012; AFAA Area Audit Office, APO New York 09057; AFAA Area Audit Office, APO New York 09194; AFAA Area Audit Office, Stop 226, Edwards AFB CA 93523; AFAA Area Audit Office, P.O. Box 1625, Eglin AFB FL 32542; AFAA Area Audit Office, Kirtland AFB NM 87117; AFAA Area Audit Office/ESD, Bldg 1716N, Stop 43, Hanscom AFB MA 01731; AFAA Area Audit Office, P.O. Box 92960, Worldway Postal Center, Los Angeles CA 90009; AFAA Area Audit Office, Patrick AFB FL 32925; AFAA Area Audit Office, Hill AFB UT 84406; AFAA Area Audit Office, Kelly AFB TX 78241; AFAA Area Audit Office/LVAS, McClellan AFB CA 95652; AFAA Area Audit Office/AUDGN, Robins AFB GA 31098; AFAA Area Audit Office, Tinker AFB OK 73145; AFAA Area Audit Office/REP, Wright-Patterson AFB OH 45433; AFAA Area Audit Office, Gunter AFS AL 36114; AFAA Area Audit Office, Denver CO 80279; AFAA Area Audit Office, Randolph AFB TX 78148; AFAA Area Audit Office, Wurtsmith AFB MI 48753; AFAA Area Audit Office, APO New York 09150.

Categories of individuals covered by the system:

Air Force Audit Agency active duty and reserve officer and enlisted personnel, and civilian employees.

Categories of records in the system:

Training Control Record, Training Achievement Report, Certificate of Training, Record of Training or Certification of Equivalency, College Transcripts, General Military Training Record, Training Completion Notices, Training Progress Reports, Course Evaluation, Requests for Training/Tuition Assistance, Roster of Interns, Summary of Region/Division Training Requirements, Memorandums of Training Approvals, Roster of Personnel Scheduled for Training.

Authority for maintenance of the system:

10 USC 8032(b)(1), General duties.

Purpose(s):

Used by Air Force Audit Agency headquarters personnel, Area Audit Office Chiefs, supervisory auditors, training officers, and region/division chiefs to schedule training and evaluate training progress and results.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency, Norton AFB, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions and from automated system interfaces.

Exemptions claimed for the system:

None.

F050 AFAA B

System name:

050 AFAA B Employee Training and Career Development File.

System location:

AFAA/DPA, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

Air Force Audit Agency military and civilian employees.

Categories of records in the system:

Records include but are not limited to: Correspondence and application documents requesting, approving, disapproving, recommending and coordinating the assignment of personnel to: Long-term, full-time training programs; short-term government and non-government schools, seminars, short courses and symposiums; certified public accounting review courses; certified internal auditor review courses; non-government job-related, off-duty training, and the grades, completion certificate, and budget information related thereto. Includes information on prior academic achievements.

Authority for maintenance of the system:

10 USC 8032(b)(1), General duties.

Purpose(s):

Provides basis for determining those selected for training programs; record of individuals who applied for the programs; progress reports of those in the programs; and history of the training received by employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information is given to the Office of Personnel Management through the Air Force Civilian Personnel Management Information System, and, in the case of CPA candidates, to state boards of accountancy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer and computer output products.

Retrievability:

Filed by name, course name or course number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/AG), Norton Air Force Base, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager and the Director of Resource Management (AFAA/RM), Norton Air Force Base, CA 92409.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individual, source of training, school, and automated system interface.

Exemptions claimed for the system:

None.

F050 AFCC A

System name:

050 AFCC A USAF Air Traffic Control (ATC) Certification and Withdrawal Documentation.

System location:

Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Air Force active duty military personnel, and Air Force Reserve and Air National Guard personnel assigned ATC duties.

Categories of records in the system:

Records on individuals by name and Social Security Number (SSN), Air Traffic Control Certificate Numbers (ATCS) military status (active duty, reserve, or air guard), requested action (issue, reissue, or cancellation of certificate), and justification. Contains documentation compiled by requesting unit to justify withdrawal of the ATCS. Includes evaluation by medical authorities; Staff Judge Advocate (legal); Office of Special Investigation results; serious incident reports; and statements by supervisory personnel, co-workers and the individual. Contains copies of officer effectiveness/airman performance (OER/APR) reports and unfavorable information files. Includes headquarters staff evaluation and all files maintained by the system user. Computer reports pertaining to withdrawal of ATCS, Certificates, master roster of ATCS certificate members and Air Traffic Control experience level report.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Communications Command Regulation (AFCCR) 60-5, Flying, Air Traffic Control.

Purpose(s):

Documentation used to evaluate request for withdrawal of ATCS certification. Permits immediate access to name, SSN, certificate number, date of issuance, and category of service. A master alphanumeric roster is maintained at Headquarters AFCC/DOOF and the units maintain certificate information in the individual's on-the-job training record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders note books/binders and on computer paper printouts and microfiche.

Retrievability:

Filed by name or Social Security Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Records are controlled by computer system software.

Retention and disposal:

Individual withdrawal microfiche case files are kept for 6 years after end of the year in which case closed. Official withdrawal book, long, and to by name and SSN will be kept for 20 years. Other computer reports are superseded monthly. Files are destroyed by tearing into pieces, shredding, pulping, macerating of burning.

Retained for one year after end of year in which the case was closed, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Traffic Services Division (DOOF), HQ AFCC, Scott AFB, IL 62225-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports, and from medical institutions, trade associations, police and investigating officers, state and local governments, and witnesses.

Exemptions claimed for the system:

None.

F050 AFCC C

System name:

050 AFCC C Individual Academic Training Record.

System location:

AFCC System Evaluation School, 1815 Operational Test and Evaluation Squadron (AFCC), Wright-Paterson AFB, OH 45433-6346; AFCC Radar Evaluation School, 1954 RADES, Hill AFB, UT 84056-6348; AFCC Engineer Installation Academy, Engineering Installation Division, Tinker AFB, OK 73145-6343; Engineering Installation organizations.

Categories of individuals covered by the system:

Active duty military, Air Force Reserve, Air National Guard, Army National Guard, and Department of Defense civilian personnel, and others who apply for this training.

Categories of records in the system:

Personnel index; absentee report; class pre-graduation/graduation roster; attendance record; student questionnaires, individual academic standing; record of individual training.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To record emergency data and course completion information, and to report student absences to the school commandant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folder and card files, and on computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the records system and by person(s) responsible for servicing the records system in performance of official duties. Stored in file cabinet. Automated records are controlled by computer system software.

Retention and disposal:

Retained for ten years after individual completes or discontinues training course. Records of individual training at EI organizations are retained until individual no longer performs EI duties, then are destroyed.

System manager(s) and address:

Commandant, AFCC Systems Evaluation School, 1815 Operational Test and Evaluation Squadron, Wright-Patterson AFB, OH 45433-6346; Commandant AFCC Radar Evaluation School, 1954 RADES, Hill AFB, UT 84056; Commandant, AFCC EI Academy, Engineering Installation Division, Tinker AFB, OK 73145-6343.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from individuals and instructors.

Exemptions claimed for the system:

None.

F050 AFCC D

System name:

050 AFCC D Student Record.

System location:

AFCC NCO Professional Military Education Center, Interservice Radio Frequency Management School, and AFCC Wideband Maintenance 5-Level Academy, 1872 School Squadron, Air Force Communications Command (AFCC), Keesler Air Force Base, MS 39534.

Categories of individuals covered by the system:

Active Duty Air Force enlisted personnel and Air National Guard personnel assigned to AFCC, TAC, USAFE, and PACAF; active duty officers and enlisted personnel of the US Army, Navy, Marine Corps, Coast Guard and DOD civilian personnel.

Categories of records in the system:

Student record including individual's academic standing; student evaluation; reading laboratory progress record; record of individual counseling; student roster; volume review exercise (VRE) and end of course test (EOCT) results.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 50-39/AFCC Supplement 1.

Purpose(s):

Record of student's attendance at AFCC Academy or NCO Leadership School; Interservice Radio Frequency Management School; and AFCC Wideband Maintenance 5-Level Academy. Used to record vital information on each student including examination grades, class standing, and completion of or elimination from course. Serves as locator card. Used to provide data for statistical reports submitted to higher headquarters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in files folders.

Retrievability:

Filed by student name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

After the end of the year in which the individual completes or discontinues a training course, the record is transferred to a staging area for nine additional years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Superintendent, Academic Services, AFCC NCO Professional Military Education Center; Director of Education, Interservice Radio Frequency Management School; and Superintendent, AFCC Wideband Maintenance 5-Level Academy; 1872 SCHS, Keesler Air Force Base, MS 39534.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions and Chief Training and Education Division Directorate of Personnel Programs, Deputy Chief of Staff for Personnel, Headquarters AFCC.

Exemptions claimed for the system:

None.

F050 AFOSI A

System name:

050 AFOSI A Air Force Special Investigations Academy Individual Academic Records.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332-6001.

Categories of individuals covered by the system:

USAF, US Coast Guard enlisted, Defense Investigative Service and foreign national students.

Categories of records in the system:

Records of individual training and education of each student indicating final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

Verification of attendance and completion or noncompletion of training; develop historical data for analysis by personnel responsible for maintaining effectiveness of and developing training; and maintain a data base for long term studies involving graduate performance, career patterns, and possible selection for faculty duty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper form, and on computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

Retention and disposal:

Automated records are maintained until no longer needed. Individual student file folders are held for 25 years after course is completed.

System manager(s) and address:

Chief, Information Release Division, Directorate of Administration, HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

Record source categories:

Data is obtained from student exercises, testing and performance.

Exemptions claimed for the system:

None.

F050 AFRES A

System name:

050 AFRES A Undergraduate Pilot and Navigator Training.

System location:

Headquarters Air Force Reserve (AFRES), Robins Air Force Base, GA 31098.

Categories of individuals covered by the system:

Personnel selected for Officer Training School, undergraduate pilot training, initial navigator training.

Categories of records in the system:

Data contained in standard AF military personnel files.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To provide class number, reporting date, class starting date, graduation date and unit of assignment upon completion of training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Personnel, HQ AFRES, Robins AFB, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F050 AFSC A

System name:

050 AFSC A Systems Acquisition Schools Student Records.

System location:

Air Force Systems Command (AFSC), Systems Acquisition School, 6575th School Squadron, Brooks AFB, TX 78235-5000.

Categories of individuals covered by the system:

Active duty military personnel, DOD civilian employees, contractor personnel, Air National Guard and Air Force and Army Reserve personnel.

Categories of records in the system:

Student record includes personnel locator information, individual academic standings, subjects studied, hours, final grades, graduation data and related training data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 50-5, USAF Formal Schools (Policy, Responsibilities, General Procedures, and Course Announcements).

Purpose(s):

Record individual attendance, grades and locator information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper form, on computer and computer output products, and microfilm.

Retrievability:

Filed by name and Social Security Number.

Safeguards:

Records are accessed by the custodian of the record system and by persons responsible for servicing the records in performance of their official duties. Records are stored in locked cabinets and rooms.

Retention and disposal:

All records are retained for five years, then retired to the Washington National Records Center for an additional 25 years.

System manager(s) and address:

Commander, 6575th School Squadron, Brooks AFB, TX 78235-5000.

Notification procedure:

Contact the system manager. Name, SSN or course number are required to identify files.

Record access procedures:

Individuals can obtain assistance in gaining access from the system manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Data is obtained from the individual, existing personnel records, testing and performance at the school.

Exemptions claimed for the system:

None.

F050 AFSPACECOM A

System name:

050 AFSPACECOM A Space Command Operations Training.

System location:

Director of Operations at all units within Air Force Space Command; Deputy Commander for Operations at 1st Space Wing and 2nd Space Wing; Chief Course Development and Training Support at 1013th Combat Crew Training Squadron; Deputy Chief of Staff for Operations at Space Command Headquarters. Official mailing addresses are in the Air Force directory which follows these systems notices and in Air Force Pamphlet.

Categories of individuals covered by the system:

Air Force Space Command military personnel currently assigned to operational duties with Space, Warning and Surveillance Systems equipment.

Categories of records in the system:

Records related to qualifications, training/evaluation accomplishment, staff/crew alphanumeric identifier, type training/evaluation, scores, name, grade, unit assigned, and dates of training or evaluation.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Space Command Regulations 50-11, Command Operations Training Policy Requirements and Guidance.

Purpose(s):

To develop a record source of operations personnel qualifications, capabilities and historical data at unit level to determine individual overall job qualifications; and to develop historical data for analysis by unit and Air Force Space Command Headquarters personnel responsible for maintaining the space operational systems training program. The files will provide a source of data to help insure weapon system currency and adequacy of future training requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrieved by name.

Safeguards:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. File folders are stored in locked rooms or drawers.

Retention and disposal:

Manual files are forwarded to gaining unit upon permanent change of station orders to another Space Command unit. If individual transfers to another USAF Major Command (MAJCOM), the file is returned to the individual.

System manager(s) and address:

Deputy Chief of Staff for Operations, Director Training and Standardization Evaluation, Headquarters Air Force Space Command, and Director of Operations at Air Force Space Command units with a space, warning or surveillance mission. Official mailing addresses are in the Air Force address directory which follows these systems notices.

Notification procedure:

Contact the System Manager. Requests to determine existence of record should include full name, grade and approximate dates individual was assigned to Space Command space, warning and surveillance duties after September 1, 1983.

Record access procedures:

Access is controlled by the System Manager.

Contesting record procedures:

The Air Force rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager, and are published in Air Force Regulation (AFR) 12-35.

Record source categories:

Information will be obtained from the individual and from instructors or Standardization Evaluators.

Exemptions claimed for the system:

None.

F050 ARPC A

System name:

050 ARPC A Professional Military Education (PME).

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Records concerning school (PME) quotas, school selection boards results selecting a reservist to attend a PME course.

Authority for maintenance of the system:

10 USC 262, Purpose as implemented by Air Force Manual (AFM) 50-5, USAF Formal Schools Catalog, Vol I (Policy, Responsibilities and General Procedures), Vol II (Course Announcements); Air Force Regulation (AFR) 35-41, Vol II, Reserve Training; and AFR 53-8, USAF Officer Professional Military Education System.

Purpose(s):

Used to monitor, manage and comply with the requirements to fulfill the quotas allocated to reservist by the office of primary responsibility at ARPC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/note books/binders.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, CO between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, CO 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from master personnel record and individuals application.

Exemptions claimed for the system:

None.

F050 ATC A

System name:

050 ATC A Officer Training School Resource Management System - Officer Trainees.

System location:

Officer Training School (OTS), Lackland AFB, TX 78236.

Categories of individuals covered by the system:

Officer Trainees (OTs) while attending OTS.

Categories of records in the system:

Officer Trainee record showing name, SSN; demographic data such as date of birth, race, sex, marital status, ethnic group; educational data such as college degree, major institution, and year awarded; OTS selection data such as recruiting detachment and AFOQ scores; performance data such as test scores, measurement evaluation, merits and demerits earned, absences from class, involvement in remedial programs; health data to include height, weight aerobic program requirements and performance; injuries that require waivers to training or delay of commissioning; student disposition indicators showing in-training, eliminated, recycled, heldover or graduated.

Authority for maintenance of the system:

10 USC Chapter 907 - Schools and Camps as implemented by Air Force Regulation 53-27, Officer Training School USAF (OTS) and Air Training Command Regulation 53-3, Administration of the Officer Training School Program.

Purpose(s):

To track attrition to the OTS program by cause and type comparing that against demographic and performance data of the individual, and to monitor the progress of an individual toward completion of the program. Records may be grouped by class, squadron, flight, a demographic or performance factor in the accomplishment of evaluations of the program or the individual in relation to cohorts. Studies, analyses, and evaluations that use these records are intended to improve the quality of the training program, and develop a more accurate profile of those individuals who can be expected to accomplish the OTS program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tape, disk units, and computer printouts.

Retrievability:

Data on an individual is retrieved by use of the SSN.

Safeguards:

Data may only be retrieved by use of a user code for access to the terminal and a password for access to a specific record. Printed output is only distributed to authorized users. Main computer and locked history files container are in a room that has controlled access and is locked when unoccupied. Terminal keyboards have a security mechanism to preclude unauthorized use.

Retention and disposal:

Officer trainee records are kept in a history file for two years.

System manager(s) and address:

Registrar, Officer Training School, Lackland AFB, TX 78236.

Notification procedure:

Request for information should be addressed to the System Manager, and must contain name and address.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations, by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from the individual, flight commanders, OTS instructors, personnel specialists and members of the registrar's office.

Exemptions claimed for the system:

None.

F050 ATC B

System name:

050 ATC B Community College of the Air Force Student Record System.

System location:

The system is centrally administered by the Community College of the Air Force (ATC/ED), Maxwell AFB, AL 36112. Computer processing for the system is performed by the Systems Development Branch, Maxwell AFB AL.

Categories of individuals covered by the system:

The system may have a record for any person who since January 1,1968 has completed a formal course of instruction conducted by one of the Air Force school's identified in the current Community College of the Air Force General Catalog. Such courses do not include pre-commissioning courses and courses conducted exclusively for officers or their civilian counterparts. The system includes records reflecting Air Force courses completed before 1968 and other educational accomplishments for persons who as enlisted members of the Air Force registered in programs of study leading to credentials awarded by the college. Both here and where appropriate below, the general term Air Force includes the regular Air Force, the Air Force Reserve, and the Air National Guard.

Categories of records in the system:

Individual academic records and, where necessary to serve airmen registered in study programs leading to credentials awarded by the college, a variety of source or substantiating records such as copies of registration applications and document control records derived from such applications, civilian college transcripts, college level examination program score reports; copies of educational records originated by other Air Force and non-Air Force agencies external to the college (such as the Federal Aviation Agency, the United States Armed Forces Institute, and the Defense Activity for Non-traditional Education Support), copies of a variety of Air Force personnel records (such as documents derived from master records maintained by the Air Force Manpower and Personnel Center and microfiche records of locator data); and records of credentials awarded to graduates. The college also maintains copies and related records of communications from, to, or regarding persons interested in the college, its educational programs, its student record system, and related matters. Copies of and statistical records derived from individual responses to surveys, questionnaires, and similar instruments authorized by HQ USAF may also be maintained as needed for managerial evaluation and planning by officers of the college.

Authority for maintenance of the system:

10 USC 315, Community College of the Air Force: Associate degree; and Air Force Regulation 53-29, Community College of the Air Force Mission.

Purpose(s):

Records originated in the system document, in terms of credit awarded or accepted in transfer by the college, individual educational accomplishments which satisfy curricular requirements of study programs leading to an Associate in Applied Science degree offered by the college. Transcripts of records in the college are, at the written request of persons concerned, furnished to any recipient(s) designated in such requests. Such recipients typically include Air Force Education Services Centers, other offices where Air Force personnel are stationed, educational institutions, and potential or current employers. CCAF transcripts and copies of other records originated in the college are also used to support educational and occupational counselling, planning, and development; admission to other colleges; and related individual affairs. Disclosures of information recorded in the system may be made to employees of civilian contractors engaged by the Air Force to provide services which directly or indirectly support the record system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Permanent student computer records are maintained on and as necessary reproduced from magnetic media. Paper records are maintained in file folders, card files, and special binders/cabinets designed for computer listings.

Retrievability:

Computer records are retrievable by a combination of Social Security Number (SSN) and certain letters of last name. Paper records are retrievable by either SSN or name.

Safeguards:

Records maintained in the college are normally disclosed only upon written request from the subject of the records or upon written request from an Air Force officer or employee responsible to provide educational or related services to Air Force personnel. Disclosures to non-Air Force agencies not requested by the subject of the records require approval of an officer of the college. Except for disclosures within the college as may be necessary to its operations, requests by telephone and other unwritten means will not be honored unless in the judgment of a responsible member of the college staff the requester is a member or employee of the Air Force acting on behalf of, or is, the person whose record is requested. Special care is exercised to ensure complete identification of the requester, the person whose record is to be disclosed, and intended use. Other systematic safeguards to ensure integrity of records include secure storage of successive generations of computer master files, existence and long-term retention in other Air Force facilities of records needed to rebuild the entire system in the event of catastrophe, and traditional measures to ensure the security of Air Force facilities. All records in the system are attended by responsible Air Force personnel during duty hours and stored in locked facilities under constant or periodic surveillance by Air Force security police during non-duty hours.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference. Specific rules for retention of permanent microfiche have not yet been determined. It is anticipated that such records may need to be retained for not less than 30 and not more than 50 years beyond the latest entries on each such record. Active master file records on the computer are by their nature evolutionary and will be maintained permanently. Paper records maintained to serve students registered in study programs are retained so long as a registrant remains active in his or her program. Such records are destroyed 1 year after a registrant completes his or her study program. Other records are typically retained only so long as they may serve a useful purpose, which is typically between 30 and 90 days. No rule has yet been defined for retaining records which verify awards of credentials by the college, but it is expected that such records will need to be archival.

System manager(s) and address:

Senior official responsible for policies and procedures which govern the system: Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force. System Manager: President, Community College of the Air Force (CCAF/CC) Maxwell AFB, AL 36112.

Notification procedure:

Persons who have not registered in the college should address inquiries regarding records maintained by the college to Chief, Student Records Branch (CCAF/RRR), Maxwell AFB, AL 36112. Persons who have registered in the college may address inquiries as above or to Chief, Academic Programs Division (CCAF/AY), also at Maxwell AFB. Such inquiries will need to include the full name (and former names if appropriate), SSN, and birthdate of the inquirer, and should include a full return address (including ZIP Code). Visits to the college are welcomed, and visitors seeking information about personal records should first visit the Office of the Registrar.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager and from addresses listed above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions, automated system interfaces and from source documents submitted to the college by or at the request of individuals concerned, or by other Air Force agencies acting on behalf of individuals concerned.

Exemptions claimed for the system:

None.

F050 ATC D

System name:

050 ATC D Individual Academic Records - Survival Training Students.

System location:

Fairchild Air Force Base, WA 99011.

Categories of individuals covered by the system:

Officer and enlisted aircrew members.

Categories of records in the system:

Survival training students performance.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 50-3, Survival Training.

Purpose(s):

Document and evaluate students performance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for two years after annual cut-off then forwarded to the Washington National Records Center, where records will be held an additional 28 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Operations, Headquarters Air Training Command, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the the 3636 CCTW/DOOS, Fairchild Air Force Base, WA 99011. Requests should include name, rank, Social Security Number, course(s) attended and graduation date, if known.

Record access procedures:

Individual can obtain assistance in gaining access by contacting 3636 CCTW/DAD, Fairchild Air Force Base, WA 99011 or by contacting the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Survival training supervisors and staff officials.

Exemptions claimed for the system:

None.

F050 ATC E

System name:

050 ATC E Maintenance Management Automated Training System (MMATS).

System location:

At all Air Training Command bases that utilize MMATS. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Individuals assigned to organizations involved in the maintenance of aircraft, trainers, and associated equipment.

Categories of records in the system:

Maintenance training records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Training Command Manual 66-420, Maintenance Management Automated Training System (MMATS).

Purpose(s):

Used to establish and maintain data pertaining to a specific individual assigned to a maintenance organization; used by work center supervisors, maintenance training and administrative personnel, and other members of the Deputy Commander for Maintenance or Chief of Maintenance staff to maintain basic data relating to an individual; and to monitor the overall training status of an organization.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and controlled by computer system software.

Retention and disposal:

Maintained until purpose has been served or for 1 month whichever is sooner. It is then destroyed by tearing into pieces, pulping, burning, shredding, or macerating.

System manager(s) and address:

Noncommissioned officer or civilian in charge of the training management section at each unit utilizing MMATS.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individual training source documents.

Exemptions claimed for the system:

None.

F050 ATC H

System name:

050 ATC H Student Record of Training.

System location:

All Technical Training Centers of Air Training Command (ATC); Air Force Military Training Center and Officer Training School at Lackland AFB, TX 78236; and the Washington National Records Center, Washington, DC 20409. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees, Air Force Reserve and Air National Guard personnel, foreign nationals, and retired Air Force military personnel who have attended a training course conducted by an ATC activity. Employees of Air Force contractors receiving training at USAF schools.

Categories of records in the system:

Records of individual training and education, subjects studied, hours, final grades, and graduation data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Training Command Regulation 52-26, Student Scheduling and Administration.

Purpose(s):

Record individual attendance, achievement and special training progress, and evaluate student's potential for commissioning and need for remedial teaching. Used by the Community College of the Air Force to grant college credits for successful completion of the course.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets and rooms.

Retention and disposal:

Record of individual training created before FY 1982 were retired after 2 years to the Washington National Records Center for 28 years retention, and will then be destroyed. Those created beginning with FY 1982 are destroyed 2 years after information is entered into Pipeline Management System (PMS). Records collateral to individual training records are destroyed 3 months after class/course completion or when required information is posted to the individual training record, or when no longer needed, whichever is later. Basic Military Training (BMT) and Officer Training School (OTS) collateral training records are destroyed 6 months after completion of training, except records of OTS distinguished graduates are destroyed 1 year after class completion.

System manager(s) and address:

Deputy Chief of Staff for Technical Training, Standards and Evaluation Directorate, Randolph AFB TX. The Registrar, 3330 TCHTW, Chanute AFB IL; 3480 TCHTW, Goodfellow AFB, TX; 3300 TCHTW, Keesler AFB MS; 3250 TCHTW, BMTS, USAF, and OTS, USAF, Lackland AFB TX; 3400 TCHTW, Lowry AFB CO; and 3700 TCHTW and SHCS, USAF, Sheppard AFB TX. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Notification procedure:

Contact the Registrar at the ATC Air Force base where the training was conducted: 3330 TCHTW, Chanute AFB IL; 3480 TCHTW, Goodfellow AFB TX; 3300 TCHTW, Keesler AFB MS, 3250 TCHTW, BMTS, USAF, and OTS, USAF, Lackland AFB TX; 3400 TCHTW, Lowry AFB CO; and 3700 TCHTW and SHCS, USAF, Sheppard AFB TX. Full Name, Social Security Number, Course Number or Title and Dates of Attendance are required. For personal visits, identification card or driver acceptable proof of identity. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Training Center Organizational Directory; Enlistment Records; Basic Military Training Records; Score from Nelson Denny Reading Test; Internal Testing and Instructor/Peer Observation; and source documents such as reports.

Exemptions claimed for the system:

None.

F050 ATC I

System name:

050 ATC I Defense English Language Management Information System (DELMIS).

System location:

Defense Language Institute English Language Center, Lackland AFB, TX 78236.

Categories of individuals covered by the system:

Active duty military personnel assigned to the program.

Categories of records in the system:

Name and SSN; demographic data such as date of birth, sex, marital status, ethnic group; educational data; performance data such as test scores, measurement data, individual training progress and proficiency; class schedule; locator; and academic status.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by a specific governing directive.

Purpose(s):

To track attrition of the program by cause and type, and to compare that against demographic and performance data of the individual, and to monitor the progress of each individual toward completion of the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in computer and computer output products.

Retrievability:

By name or Social Security Number.

Safeguards:

Access to the computer system requires user code and password.

Retention and disposal:

Output products are retained until no longer needed; computerized records will be retained for ten years after individual completes or discontinues training.

System manager(s) and address:

Training Operations Branch (LEAX), Defense Language Institute English Language Center, Lackland AFB, TX 79236.

Notification procedure:

Requests from individuals should be sent to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation (AFR) 12-35.

Record source categories:

Information obtained from the individual, source documents, commanders.

Exemptions claimed for the system:

None.

F050 ATC J

System name:

050 ATC J Branch Level Training Management System (BLTMS).

System location:

All Technical Training Centers of Air Training Command (ATC). Official mailing addresses are in the Air Force Address Directory, AFP 12-36, Attachment 3.

Categories of individuals covered by the system:

Active duty military personnel, U.S. government civilian employees, Air Force Reserve and Air National Guard personnel, foreign nationals, and retired or separated Air Force personnel who are attending or have attended a resident training course conducted at one of the Technical Training Centers within the past two years.

Categories of records in the system:

Records of individual training and education. (1) The ATC Student Records of Training consists of background and test scores. (2) The Graduate Evaluation Master File contains units of assignment or graduates and individual and supervisory responses to training effectiveness questionnaires.

Authority for maintenance of the system:

10 U.S.C. 8012, Secretary of the Air Force: Powers and duties; delegation by. (1) Air Training Command Regulation (ATCR) 52-3, Student Measurement; ATCR 52-26, Student Scheduling and Administration; and ATCR 35-301, Student Flow Management. (2) Air Force Regulation (AFR) 50-38, Field Evaluation of Education and Training Programs.

Purpose(s):

(1) To record individual attendance, achievement, and training progress. Provides the data base for producing summary reports for managing the flow of students through training and the evaluation of training adequacy. Information extracted from these records is provided to the Personnel Data System (PDS) for reporting course completion and changes to assignment availability date, and to the Community College of the Air Force (CCAF) for student's education records. (2) To perform required evaluation of the technical training received by graduates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored on computer and computer output products.

Retrievability:

Retrieved by name or Social Security Number (SSN).

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know and by those responsible for servicing the record system in the performance of their official duties. Computer records and equipment are kept in lockable offices and access to the computer records is controlled by computer software which includes userids and passwords.

Retention and disposal:

(1) Student Records of Training are destroyed two years after information is entered into the Pipeline Management System which is part of PDS. (2) Graduate Evaluation Master File records are destroyed when superseded, obsolete, or no longer needed, whichever is sooner.

System manager(s) and address:

Deputy Chief of Staff for Technical Training, Standards and Policy Directorate, Headquarters Air Training Command, Randolph AFB, TX 78150. (1) The System Manager for a base is the Technical Training Wing, Operations Division, Registrar Branch. (2) The System Manager for a base is the Technical Training Wing, Training Evaluation Division.

Notification procedure:

Requests from individuals should be sent to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the local base System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from the Personnel Data System for Training (PDST), personnel records, training records, or the individual. (1) Tests and instructor observations. (2) Responses to training effectiveness questionnaires.

Exemptions claimed for the system:

None.

F050 AU F

System name:

050 AU F—Air University Academic Records.

System location:

Air University, Maxwell Air Force Base, AL 36112. Subsystems are located and maintained at the Air Force Institute of Technology/RR, Wright-Patterson Air Force Base, OH 45433; Extension Course Institute/EDOR, Gunter Air Force Station, AL 36118.

Categories of individuals covered by the system:

Graduates, students currently or previously enrolled in AFIT, AU PME schools or ECI.

Categories of records in the system:

Education records which include transcripts; test scores; completion/noncompletion status; training reports; rating of distinguished, outstanding or excellent graduate as appropriate; and other documents associated with academic records.

Authority for maintenance of the system:

10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; Air Force Regulation 50-12, Extension Course Program; Air Force Regulation 53-8, USAF Officer Professional Military Education System; and Executive Order 9397.

Purpose(s):

Individuals seeking academic or certification credit for courses completed may request applicable Registrar to send a record of courses completed to school or activity desired.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders at Air Force Institute of Technology, and in microform and on computer at Extension Course Institute.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in vaults and locked cabinets or rooms and are controlled by personnel screening.

Retention and disposal:

Retained for 30 years or until no longer required at ECI; master transcripts of resident schools are kept 50 years at AFIT.

System manager(s) and address:

Registrar, Air Force Institute of Technology, Wright-Patterson Air Force Base, OH 45433; Air University Registrar, Extension Course Institute, Gunter Air Force Station, AL 36118.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Include full name, SSN and class designation. Individuals may visit Office of the Registrar. Identification is required.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR part 806b).

Record source categories:

Information obtained from educational institutions, source documents such as reports, testing agencies, student, and on-the-job training officials.

Exemptions claimed for the system:

None.

F050 AU G

System name:

050 AU G Student Record Folder.

System location:

Air University, Maxwell Air Force Base, AL 36112 and at each Air University Professional Military School/Course at Maxwell Air Force Base, and Gunter Air Force Base, AL 36118.

Categories of individuals covered by the system:

Military and civilian students.

Categories of records in the system:

Individual student folder containing test results, speech and writing critiques, interview/counseling record, faculty rating, and other documents pertaining to student administration.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 53-8, USAF Officer Professional Military Education System.

Purpose(s):

Used by faculty and staff of applicable school/course to evaluate and record performance/progress of student, and to determine suitability for future faculty position.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Curriculums. Submanagers: Director of Administration (DA) at each school/course.

Notification procedure:

Requests should be addressed to the Director of Administration at the applicable school. Provide name, SSN. May visit the office of the Director of Administration and present acceptable identification.

Record access procedures:

Individual can obtain assistance in gaining access from appropriate Director of Administration. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual student, instructor and source documents such as reports.

Exemptions claimed for the system:

None.

F050 AU J

System name:

050 AU J Student Questionnaire.

System location:

Air University, Maxwell Air Force Base, AL 36112. Subsystems are located at the Air War College (AWC), Air Command and Staff College (ACSC), Squadron Officers School (SOS), Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

All students attending AWC, ACSC, and SOS.

Categories of records in the system:

Questionnaire including military data such as name, SSN, grade, age, flying data, education data, personal data and locator data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 53-8, USAF Officer Professional Military Education System.

Purpose(s):

Primary use is to gather statistical data for analysis by management analysis personnel, subsequent publication of data in AU quarterly program summary. Used by applicable PME school for locator and other administrative purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Class desiginator and filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Management Analysis at HQ USAF Submanager at each applicable school, AWC, ACSC, and SOS.

Notification procedure:

Requests should be addressed to the Director of Administration at the applicable school. Provide name, SSN and class. Individuals may visit the office of the Director of Administration at the applicable school.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual student.

Exemptions claimed for the system:

None.

F050 ESC A

System name:

050 ESC A 208XX Voice Processor Student History.

System location:

Director of Assignments (DPR), Headquarters Electronic Security Command (ESC), San Antonio, TX 78243.

Categories of individuals covered by the system:

208XX Language students and assigned personnel in training/performing language duties.

Categories of records in the system:

Computer records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by as implemented by Air Force Manual (AFM) 50-5, USAF Formal Schools Catalog, Volume I, Chapter 3, and AFM 30-3, Mechanized Personnel Procedures.

Purpose(s):

Used in computation of Air Force Trained Personnel Requirement (TRP) Report for HQ ESC; tracking qualified linguists and their formal language training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic disk storage.

Retrievability:

Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

Retention and disposal:

Retained by computer disk storage until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by removing from disk storage.

System manager(s) and address:

Director of Assignments (DPR), Headquarters Electronic Security Command (ESC), San Antonio, TX 78243.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Personnel data system.

Exemptions claimed for the system:

None.

F050 ESC B

System name:

050 ESC B Training Progress.

System location:

Electronic Security Command (ESC) NCO PME Center, Goodfellow Air Force Base, TX 76908.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel assigned to the ESC NCO PME Center.

Categories of records in the system:

In-processing forms.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by as implemented by Air Force Regulation (AFR) 50-39, Noncommissioned Officer Professional Military Education and Civilian Initial Supervisory Training.

Purpose(s):

Used by military training instructors to evaluate student progress.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records are used to verify past experience.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name

Safeguards:

Records are accessed by custodian of the record system and stored in locked cabinets or rooms.

Retention and disposal:

Destroy 10 years after student completes training by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

ESC NCO PME Center, Goodfellow Air Force Base, TX 76908.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from educational institutions.

Exemptions claimed for the system:

None.

F050 MAC A

System name:

050 MAC A Training Instructors (Academic Instructor Improvement/Evaluation).

System location:

Chief, Academic Training Branch, 1550th Technical Training Squadron, Kirtland Air Force Base, NM 87117.

Categories of individuals covered by the system:

Academic instructors.

Categories of records in the system:

Forms for evaluating instructor performance in the classroom.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Basic for instructor improvement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Academic Training Branch, 1550th Technical Training Squadron, Kirtland Air Force Base, NM 87117

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Supervisors.

Exemptions claimed for the system:

None.

F050 MAC B

System name:

050 MAC B Training Progress (Permanent Student Record).

System location:

1380th School Squadron (MAC Noncommissioned Officer Academy-West), Norton Air Force Base, CA 92409 and 1381st School Squadron (MAC Noncommissioned Officer Academy-East), McGuire Air Force Base, NJ 08641.

Categories of individuals covered by the system:

Enlisted personnel who are graduates of the Academy.

Categories of records in the system:

Name, grade, Social Security Number, duty title, security clearance, marital status, organization assigned, education level, photograph, date of birth, Airman Qualification Examination, evaluation of academic progress.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To record student achievement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in file cabinets.

Retention and disposal:

Destroy ten years after individual completes or discontinues a training course by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

1380th School Squadron (MAC Noncommissioned Officer Academy-West), Norton Air Force Base, CA 92409 and 1381st School Squadron (MAC Noncommissioned Officer Academy-East), McGuire Air Force Base, NJ 08641.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

From Consolidated Base Personnel Offices and from evaluation of student progress.

Exemptions claimed for the system:

None.

F050 MAC C

System name:

050 MAC C Training Systems Research and Development Materials.

System location:

1550th Aircrew Training and Test Wing, Deputy Commander for Operations, 1550th Technical Training Squadron, Kirtland Air Force Base, NM 87117.

Categories of individuals covered by the system:

Students who have completed training.

Categories of records in the system:

Training and effectiveness questionnaires for supervisors and graduates, flying instructor and academic instructor improvement and evaluation, evaluation coordination sheet.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To evaluate and analyze training effectiveness.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, rank, Social Security Number and class number.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Evaluation and Analysis, 1550th Aircrew Training and Test Wing, Kirtland Air Force Base, NM 87117.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from assigned personnel.

Exemptions claimed for the system:

None.

F050 SAC A

System name:

050 SAC A ADP Training Management System.

System location:

Headquarters Strategic Air Command, Deputy Chief of Staff, Information Systems (HQ SAC/SI), Offutt AFB, NE 68113-5001.

Categories of individuals covered by the system:

Military and civilian personnel currently assigned to HQ SAC/SI.

Categories of records in the system:

Training Summary Files: Records are maintained for each student listing training courses completed and scheduled. Computer Based Training (CBT) Management: For students enrolled in Computer Assisted Instructions (CAI) courses, maintains record of student progress and responses to lesson material.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to validate prerequisites for projected training, track student progress in GAI courses, monitor enrollment processing actions, and generate statistical information on training trends within HQ SAC/SI.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer and computer output products.

Retrievability:

By name, course, date, or organization.

Safeguards:

Records are accessed by personnel responsible for servicing the record system in performance of official duties. Students have access only to their own file by grant of specific 'permissions.' Hard copies of records are stored in locked rooms and cabinets.

Retention and disposal:

Retained until reassigned from HQ SAC/SI, then computer files are erased or overwritten and hard copies are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff, Information Systems, Training Division, Headquarters Strategic Air Command (HQ SAC/SIRT), Offutt AFB, NE 68113-5001.

Notification procedure:

Deputy Chief of Staff, Information Systems (HQ SAC/SIRT), Offutt AFB, NE 68113-5001. Requests to determine existence of record should include full name, grade and whether currently assigned to HQ SAC/SI.

Record access procedures:

Access to all records is controlled by HQ SAC/SIRT, Offutt AFB, NE 68113-5001.

Contesting record procedures:

The Air Force rules for access to records and for contesting and appealing initial determination by the individuals concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individual and graduation certificates.

Exemptions claimed for the system:

None.

F050 SAC B

System name:

050 SAC B Instructional Systems Development (ISD) Evaluation.

System location:

93 Bombardment Wing (93 BMW) Instructional Systems Development Division (DO5), Castle Air Force Base, CA 95342.

Categories of individuals covered by the system:

Strategic Air Command (SAC) aircrew members (B-52 G/H pilots, copilots, navigators, radar navigators, electronic warfare officers, aerial defense gunners; KC-135 pilots, copilots, navigators, inflight refueling operators) who are attending, or have attended, a course of instruction conducted by the 93 BMW, Castle Air Force Base, CA after June 1, 1981.

Categories of records in the system:

Computerized information file compiled from questionnaires about training accomplished while attending a course of instruction, the respondee's base of assignment and subjective assessment of the training conducted.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by; Air Force Regulation (AFR) 50-8, Instructional Systems Development; and AFR 50-38, Field Evaluation of Formal School Graduates.

Purpose(s):

Used to tabulate and compare data; and to identify strengths and weaknesses of the training programs. Will also be used to score trainee within-course test performances. Identification of specific respondees in the records will only be used by the custodian to evaluate and assess quality of Air Force Training Programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer and computer products.

Retrievability:

Retrieved by Social Security Number (SSN). Information may also be retrieved by groupings of data from such elements as type airframe, course attended, crew position, or base of assignment.

Safeguards:

Records are accessed by custodian of the record system and personnel responsible for servicing the record system in performance of their official duties. Records are stored on diskettes kept in a locked room whenever office is not manned. Original questionnaire responses will be maintained in a locked container when the office is not manned.

Retention and disposal:

Paper records are destroyed by tearing into pieces, shredding, burning, macerating, or pulping, and diskettes will be destroyed by degaussing, when superseded or when the individual is reassigned from SAC.

System manager(s) and address:

Education Specialist or ISD System Manager, 93 BMW/DO5 Scientific Advisory Branch (DO5S), Castle Air Force Base, CA 95342.

Notification procedure:

Education Specialist or ISD System Manager, 93 BMW/DO5S, Castle Air Force Base, CA 95342. Requests to determine existence of record should include full name, and grade, SSN and approximate dates individual attended a course of instruction conducted by 93 BMW, Castle Air Force Base, CA subsequent to June 1, 1981.

Record access procedures:

Access to all records is controlled by 93 BMW/DO5S, Castle Air Force Base, CA 95342.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is obtained from questionnaires completed by 93 BMW students, graduates or SAC Squadron Training Flight Instructors, and current combat crew training instructors.

Exemptions claimed for the system:

None.

F050 SAC C

System name:

050 SAC C SAC Operations Personnel Training Management System.

System location:

At Air Force (AF) installations, Deputy Commander for Missile Operations within the Strategic Air Command (SAC) and Deputy Chief of Staff, Director of Missile Operations at SAC Headquarters.

Categories of individuals covered by the system:

Strategic Air Command military personnel currently assigned to missile operations.

Categories of records in the system:

The system contains computerized data and manual files related to training/evaluation accomplishment, crew number, type training/evaluation, discrepancies noted, evaluation scores, name, grade, date of birth, unit assigned, date of separation, date arrived station.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; Strategic Air Command Intercontinental Ballistic Missile Training; and Strategic Air Command Regulation 55-66, Volume II, Intercontinental Ballistic Missile Combat Crew Standardization and Evalatuion.

Purpose(s):

To develop a record source of operations personnel, at unit level, in order to determine overall job qualifications, capabilities, and historical data for analysis by unit and Major Air Command personnel responsible for maintaining a training program and to document and certify/decertify an individual's qualification. The files will provide a source of data to help insure weapon system currency and future training requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer and computer output products.

Retrievability:

Retrieved by name or unique system identification number.

Safeguards:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. The computer file is maintained on computer disc/tape by computer operations personnel. This computer file is kept in locked rooms or drawers.

Retention and disposal:

Computerized and manual files are destroyed when superseded, or on reassignment from missile operations duties or separation of the individual. Destruction of manual files is accomplished by burning, shredding, tearing, pulping or macerating. Computer tapes are destroyed by overwriting within 30 days after member is reassigned, transferred or separated.

System manager(s) and address:

Deputy Chief of Staff, Director of Missile Operations, Deputy Chief of Staff/Operations, HQ Strategic Air Command, Offutt Air Force Base, NE 68113 and at Strategic Air Command missile bases, the Deputy Commander for Operations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from Director of Missile Operations, Strategic Air Command, Offutt Air Force Base, NE 68113. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, duty station, place of employment, or other information verifiable in the record itself.

Record access procedures: is controlled and must be authand must be authorized by Director of Missile Operations. Deputy Chief of Staff/Operations, HQ SAC, or at organizational level by the Deputy Commander for Operations. Requests from individuals should be addressed to the Missile Wing Deputy Commander for Operations or his representative.

Contesting record procedures:

The Air Force rules for access to records and for contesting and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports and individual's performance during training/evaluation.

Exemptions claimed for the system:

None.

F050 SAFPA A

System name:

050 SAFPA A Graduates of Air Force Short Course in Communication (Oklahoma University).

System location:

Academic Detachment, Secretary of the Air Force Office of Public Affairs (SAF/PAOL), 780 Van Vleet Oval, Room 334, Norman, OK 73069.

Categories of individuals covered by the system:

Individuals who are scheduled to attend, are attending, or have attended the Air Force Short Course in Communication at the University of Oklahoma.

Categories of records in the system:

Name, current active duty grade, and Social Security Number; class dates, copies of orders; copy of application to the University of Oklahoma; copies of transcripts from prior education; copies of final grades in the Short Course in Communication.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Provides the Academic Detachment Liaison Non-Commissioned Officer in Charge and the Chief, Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX) with historical background on the conduct of the course; serves as a ready reference for students to verify or resolve questions concerning their attendance at the Short Course.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in safes.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA).

Notification procedure:

Requests from individuals should be addressed to the Academic Detachment Liaison Non-Commissioned Officer (SAF/PAOL), 780 Van Vleet Oval, Room 334, University of Oklahoma, Norman, OK 73069. Telephone: (405) 325-1804.

Record access procedures:

Individuals can obtain assistance from the Academic Detachment Liaison Non-Commissioned Officer or the Chief, Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Washington, DC 20330.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational institutions, especially the Office of Admissions and Records, University of Oklahoma; Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F050 SAFPA B

System name:

050 SAFPA B Information Officer Short Course Eligibility File.

System location:

Academic Detachment, Secretary of the Air Force Office of Public Affairs (SAF/PAOL), 780 Van Vleet Oval, Room 334, Norman, OK 73069.

Categories of individuals covered by the system:

Active duty Air Force Public Affairs Officers in the grades of 2nd Lieutenant through Colonel.

Categories of records in the system:

Brief service history (including current grade and duty location), educational background, and information on previous attendance at the Air Force Short Course in Communication.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by the Public Affairs Career Management Staff Officer, Air Force Manpower and Personnel Center (AFMPC/DPMROS4D), Randolph Air Force Base, TX 78150, and by the Chief, Office for Plans and Resources, Secretary of the Air Force Office of Public Affairs (SAF/PAX), Washington, DC 20330, to determine eligibility of Public Affairs Officers to attend future classes in the Air Force Short Course in Communication.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA).

Notification procedure:

Requests from individuals should be addressed to the Academic Detachment Liaison Non-Commissioned Officer (SAF/PAOL), 780 Van Vleet Oval, Room 334, University of OK, Norman, OK 73069. Telephone: (405) 325-1804.

Record access procedures:

Individuals can obtain assistance from the Academic Detachment Liaison Non-Commissioned Officer or from the Chief, Office for Plans and Resources Projects, Secretary of the Air Force Office of Public Affairs, addresses as given.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Data extracted from surveys of all Public Affairs Officers provided by major commands and separate operating agencies on all assigned Public Affairs Officers. Updated annually.

Exemptions claimed for the system:

None.

F050 TAC A

System name:

050 TAC A Student Record File.

System location:

Headquarters Tactical Air Command (TAC) Non-Commissioned Officer (NCO) Academy West, Bergstrom Air Force Base, TX 78743.

Categories of individuals covered by the system:

All active duty enlisted military personnel assigned to the academy.

Categories of records in the system:

Individual student evaluation record.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to monitor the academic progress of academy students and as a history file.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by class and by name.

Safeguards:

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files for 10 years, then destroyed by tearing into pieces, shredding, macerating or burning.

System manager(s) and address:

Director of Education, TAC NCO Academy West, Bergstrom AFB, TX 78743.

Notification procedure:

Contact Commandant, TAC NCO Academy West, Bergstrom AFB, TX 78743 for assistance.

Record access procedures:

Contact Commandant, TAC NCO Academy West, Bergstrom AFB, TX 78743 for assistance.

Contesting record procedures:

The Air Force's rules for access and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from automated system interfaces and from student performance evaluations.

Exemptions claimed for the system:

None.

F050 TAC B

System name:

050 TAC B Mobility Automated Training System (MATS).

System location:

Tactical Air Command (TAC) bases.

Categories of individuals covered by the system:

All Air Force members assigned to TAC who have mobility training requirements.

Categories of records in the system:

Listings contain the name, rank, SSN, nonavailability code, duty phone and unit of individuals; used to track mobility training required and/or completed.

Authority for maintenance of the system:

10 U.S.C. 8012, Secretary of the Air Force: Powers and duties: Delegation by, as implemented by TAC Manual 171-582, Volume I, Automated Data Processing Systems and Procedures, Mobility Automated Training System MATS A64/AM and TAC Manual 50-582, Mobility Automated Training System.

Purpose(s):

To manage the base/wing mobility training programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic cards.

Retrievability:

Retrieved by name or SSN.

Safeguards:

Access is authorized to persons responsible for records in performance of their duties. Tapes are maintained in libraries which are limited access, controlled areas.

Retention and disposal:

Printouts are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. Tapes are erased or degaussed.

System manager(s) and address:

Mobility Data Automation Section, HQ TAC/LGXSM, Langley AFB, VA 23665-5001.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from the Mobility Data Automation Section, HQ TAC/LGSXM, Langley AFB, VA 23665-5001, telephone (804) 764-3331.

Record access procedures:

Individuals can obtain assistance in gaining access to records in the system from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All records will originate from the Personnel Data System (PDS) (F030 AF MP A).

Exemptions claimed for the system:

None.

F050 USAFE A

System name:

Student Identification/Locator Card.

System location:

7027th School Squadron, APO NY 09021; 7028th School Squadron, APO NY 09238; 3d AF NCO Leadership School, APO NY 09238; 16th AF NCO Leadership School, APO NY 09286; and 17th AF NCO Leadership School, APO NY 09633.

Categories of individuals covered by the system:

All students attending United States Air Force in Europe (USAFE) NCO academies and leadership schools.

Categories of records in the system:

Questionnaire including military data such as name, SSN, grade, age, race, education data, personal data, locator data, and evaluation data.

Authority for maintenance of the system:

10 U.S.C. 8012, Secretary of the Air Force: Powers and Duties; delegation as implemented by Air Force Regulation (AFR) 50-39, Noncommissioned Officer Professional Military Education, USAFE Supplement 1.

Purpose(s):

Used for student identification, locator purposes, and to evaluate student academic progress.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records are used to verify past attendance and final academic standing/awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and stored in locked cabinets or rooms.

Retention and disposal:

Destroy 10 years after student completes training by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commandants at 7027th School Squadron, Kapaun AS, GE; 7028th School Squadron, RAF Upwood, UK; 3d AF NCO Leadership School, RAF Upwood, UK; 16th AF NCO Leadership School, Zaragoza AB, SP; and 17th AF NCO Leadership School, Lindsey AS, GE.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Individual student.

Exemptions claimed for the system:

None.

F051 AF A

System name:

051 AF A Flying Training Records.

System location:

(1) Officer Training School USAF, Lackland Air Force Base, TX 78236. (2) 557th Flying Training Squadron, USAF Academy, CO 80840-5576.

Categories of individuals covered by the system:

All students entered in T41 training at: (1) Lackland Air Force Base. (2) USAF Academy.

Categories of records in the system:

(1) Flying training grades continuity summary analysis. (2) Complete record of training including class number, flying and academic course completed, flying hours, whether graduated or eliminated and date, reason for elimination. Faculty Board proceedings, student performance in each category of training, including grades, evaluations and performance documentation, background information including name, grade and Social Security Number.

Authority for maintenance of the system:

(1) 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Training Command Regulation 53-3, Administration of the Officer Training School (OTS) Program. (2) 10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

(1) Determine flying training potential. (2) Document and record performance, and manage training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

(1) Maintained in file folders and wall charts. (2) Maintained in file folders, and on computer and computer output products.

Retrievability:

(1) Filed by name or Social Security Number (SSN). (2) Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

(1) Retained in office files until superseded, obsolete, no longer needed. (2) Student grade books are destroyed 18 months after class graduates (June). Faculty Board records are destroyed one year after closeout.

System manager(s) and address:

(1) Deputy for Flight Operations Officer Training School. (2) 557 FTS/CC, USAF Academy, Colorado Springs, CO 80840-5576

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

(1) Internally generated. (2) Information from source documents such as grade sheets, written examinations, and flight examinations; from reports by instructors and from the individual.

Exemptions claimed for the system:

None.

F051 AF B

System name:

051 AF B Flying Training Records - Nonstudent.

System location:

(1) Columbus Air Force Base, MS 39701; Lackland Air Force Base, TX 78236; Laughlin Air Force Base, TX 78840; Mather Air Force Base, CA 95655; Randolph Air Force Base, TX 78150; Reese Air Force Base, TX 79489; Sheppard Air Force Base, TX 79720; and Williams Air Force Base, AZ 85244. (2) USAF Academy (USAFA), 50th Airmanship Training Squadron (50ATS), Colorado Springs, CO 80840-5566 and Peterson AFB, CO 80914-5000. (3) Headquarters Air Force Systems Command (AFSC), and AFSC Divisions, Centers, Laboratories and Bases. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

(1) Aircrew personnel of Air Training Command (ATC), academic instructors in flying training courses and Trainer Instructors. (2) Aircrew personnel, academic and staff instructors attached to the Deputy Commandant for Operations in support of Airmanship and 50ATS flying programs. (3) Students entered into AFSC flight training program.

Categories of records in the system:

(1, 2 and 3) Record and document aircrew training, evaluations, performance, and accomplishments. (1) Taped radio transmissions.

Authority for maintenance of the system:

(1) 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Training Command Regulation 51-27, Instructor Qualification and Training. (2) 10 USC Chapter 903, United States Air Force Academy. (3) Air Force Systems Command Manual (AFSCM) 51-1.

Purpose(s):

(1) Document the training, performance, and qualifications of aircrew and synthetic trainer personnel. Taped radio communications are used to investigate aircraft accidents. (2 and 3) Document aircrew training, evaluations, and performance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

(1 and 2) Maintained in file folders, and on computer and computer output products. (1) Maintained on magnetic tape. (3) Maintained in file folders, in microform, and on computer and computer output products.

Retrievability:

Filed by name or Social Security Number.

Safeguards:

Access is by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened.

Retention and disposal:

(1 and 2) Aircrew evaluation documents, training and qualification records are maintained for the duration of the individual's assignment in ATC or at USAFA. Out-of-date material is returned to the individual. Initial training records are maintained for one year following completion of training. (1) Radio tapes are retained for one week unless circumstances dictate otherwise. (3) Records are destroyed 1 year after completion of training or on discontinuance of activity, whichever is sooner.

System manager(s) and address:

(1) Deputy Chief of Staff Operations, Air Training Command, Randolph Air Force Base, TX 78150. (2) Deputy Commandant for Operations, USAF Academy, Colorado Springs, CO 80840-5434; 50 ATS/CC, USAF Academy, Colorado Springs, CO 80840-5566; and NCOIC Operations System Management, Peterson AFB, CO 80914-5000. (3) Det24, HQ AFSC/OSE, Eglin AFB, FL 32542-5000

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from source documents prepared by personnel administering training or evaluating performance; voice radio communications. Information is obtained from the individual, from instructor supervisors, and personnel involved in the evaluation and analysis of training effectiveness.

Exemptions claimed for the system:

None.

F051 AF C

System name:

051 AF C Flying Training Records - Student.

System location:

(1) Headquarters Air Training Command (ATC), Randolph AFB, TX; Washington National Records Center, Washington, DC 20409; ATC Pilot and Navigator Training Wings; Official mailing addresses are in Department of Defense directory in the appendix to the USAF systems notices. (2) 94th Airmanship Training Squadron (94 ATS), USAF Academy (USAFA), Colorado Springs, CO 80840-8876. (3) 50th Airmanship Training Squadron (50 ATS), USAF Academy (USAFA), Colorado Springs, CO 80840-5566.

Categories of individuals covered by the system:

(1)Students entered into Undergraduate Pilot and Navigator training. (2) Students entered into Airmanship flying training courses at the USAFA. (3) Students entered in Aviation Science Courses at USAFA who fly the T-43A as part of these courses.

Categories of records in the system:

(1, 2 and 3) Complete record of training including class number, flying and completed, flying hours, whether graduated or eliminated and date, reasons for elimination, Faculty Board Proceedings, student's performance in each category of training, including grades, evaluations and performance documentation; background information including name, grade, Social Security Number (SSN). (1) Source of commission, college, subject matter, etc; past training unit of assignment; class standing prior to Dec. 31,1974; progress records on minority students academic course completed. (3) Complete record of evaluations including section number, student name, grades on each phase of flight evaluations and overall flight evaluation grades.

Authority for maintenance of the system:

(1) 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; Air Training Command Regulation 51-4, ATC Course Training Standards; and Air Training Command Regulation 51-8, Flying Training Student Accounting. (2 and 3) 10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

(1, 2 and 3) Document and record student performance, analyze student performance in following training in order to evaluate training and revise course content. (1) Provide background information; report to Air National Guard/Air Force Reserve and other Air Force training units on qualifications of graduates; used to monitor student performance by source of entry, education level, and minority status; record and document Faculty Board proceedings. (3) Used to monitor student performance and as a record in the event of Faculty Board proceedings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, card files and on computer and computer products.

Retrievability: (1 and 2) Filed by name or SSN. SSN. (3) Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

(1) Student grade books are destroyed three months after completion of training; Summary Training Records are retained in office files for two years, then retired to Washington National Records Center, Washington, DC, for eight years; other records are retained in office files until superseded, obsolete, no longer needed for reference or on inactivation. Faculty Board Records are retained for one year. (2) Student cadet records are destroyed after graduation. (3) Student grade books are retained for 1 year after course completion.

System manager(s) and address:

(1) Deputy Chief of Staff Operations, Air Training Command, Randolph Air Force Base, TX 78150. (2) 94 ATS/CC, USAF Academy, Colorado Springs, CO 80840-8876. (3) 50 ATS/CC, USAF Academy, Colorado Springs, CO 80840-5566.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

(1 and 2) Information comes from source documents such as grade sheets, written examinations, and flight examinations; from reports by instructors and students, and from the individual, automated system interfaces. (3) Information comes from source documents such as Flight Mission grade sheets, from reports by instructors and from individuals.

Exemptions claimed for the system:

None.

F051 MAC A

System name:

051 MAC A Air Crew Instruction Records.

System location:

1550th Aircrew Training and Test Wing, Kirtland Air Force Base, NM 87117; 34th Technical Training Squadron, Student Administration Branch (TTB), Little Rock Air Force Base, AR 72076.

Categories of individuals covered by the system:

Students and instructors undergoing training; students who completed academic training.

Categories of records in the system:

Academic completion records, flying training records, training aids usage records and simulator student training records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To report student performance and completion of academic training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and date of completion of training.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Training summaries are destroyed after one year. Training aids activity case files are destroyed when purpose has been served or after three years, whichever is sooner. Training system research and development material is destroyed when superseded, obsolete, or no longer needed, whichever is sooner. Training aids usage documents are destroyed three months after completion of training phase, provided required flying time is posted on individual flight records. Destruction is by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Commander for Operations, 1550th Aircrew Training and Test Wing, Kirtland Air Force Base, NM 87117; School Register, 34th Technical Training Squadron, Little Rock Air Force Base, AR 72076.

Notification procedure:

Requests from individuals should be directed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from the individuals, from instructors, instructor supervisors, and personnel involved in the evaluation and analysis of training effectiveness, and from special orders and messages.

Exemptions claimed for the system:

None.

F053 AFA A

System name:

053 AFA A Educational Research Data Base.

System location:

United States Air Force Academy, USAF Academy, CO 80840.

Categories of individuals covered by the system:

Current and former USAF Academy cadets.

Categories of records in the system:

High school, college and USAF career information including military performance, academic performance, certain medical, disciplinary and personal facts, test data from interest/personality profiles.

Authority for maintenance of the system:

10 USC 9331, Establishment; Superintendent; faculty.

Purpose(s):

Used by USAF Academy faculty and staff in conducting studies and analysis relating to retention, graduate professional performance, career pattern, etc.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be furnished to congressional nominating source for the purpose of enhancing the nomination selection process. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper files, on computer and computer output products and in microform.

Retrievability:

By name and social security number.

Safeguards:

Records are accessed by custodian of the record system, and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and in computer data storage devices protected by computer system software.

Retention and disposal:

Destroy when superseded, obsolete, no longer needed for reference, or on inactivation.

System manager(s) and address:

Director of Information Systems (RRD), United States Air Force Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational institutions, medical institutions, automated system interfaces, Association of Graduates, and source documents (such as reports).

Exemptions claimed for the system:

None.

F053 AFA B

System name:

053 AFA B Preparatory School Records.

System location:

United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Preparatory School Students.

Categories of records in the system:

This system contains Social Security Number, admissions data including college board test scores and uniform size, academic performance, counseling, disenrollment, and physical fitness information.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Data is used to measure student performance, progress and potential, for counseling purposes and for possible disciplinary or disenrollment action. Information contained on the record card consisting of grade, performance, and personal information pertaining to the student is used to provide transcripts when requested, and used by Preparatory School administrative personnel for management purposes such as emergency data, i.e. blood type, etc. Physical fitness test scores are furnished to the Registrar's Office for use in verification when considering student for nomination to the USAF Academy. Disenrollment data is used for compiling attrition statistics and for research in predicting students' success at USAF Academy as a result of their Preparatory School experience.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper form, and on computer and computer output products.

Retrievability:

Filed by name, year of enrollment and Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked cabinets or rooms and computer storage devices are protected by computer system software.

Retention and disposal:

Forms and other records for administration of the Preparatory School such as Student Enrollment Questionnaires, Military Training Worksheets, Instructor's Comments, Instructor Grade Sheets, Physical Fitness Program, Report of Offense, Medical Status Reports, Flight Evaluations, Sign In/Out Registers are destroyed at the end of the academic year or when purpose has been served, whichever is sooner. Correspondence and forms in the student folder documenting academic history and related activities are destroyed 1 year after graduation or when student would have graduated. The Student Records Card is retained at the USAF Academy for 30 years and then destroyed. Disenrollment data is retained until no longer needed for reference.

System manager(s) and address:

Commander, Preparatory School, USAF Academy, CO 80840.

Notification procedure:

Requests should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from the academic and military departments within Preparatory School, based on performance of students, Preparatory School Commander, from tests administered to students, from student.

Exemptions claimed for the system:

None.

F053 AFA C

System name:

053 AFA C Admissions and Registrar Records.

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy applicants, nominees, appointees, cadets, and Air Force Reserve Officers not on active duty.

Categories of records in the system:

(1)All data used in the candidate selection process for the USAF Academy. Includes high school records, admissions test scores, physical aptitude examination scores, high school extra curricular activities, medical qualification status, personal data records, letters of recommendation, address, phone number, Social Security Number, race, height, weight, citizenship, statement of reasons for attending Academy, nomination, and preparatory school or college record if applicable. (2) Minority Affairs retention counseling record. (3) Service academies precandidate questionnaries, computerized report by congressional districts. (4) Pertinent information on assigned Liaison Officers, reports of individual Liaison Officer activity and copies of general correspondence. (5) Grade and quality point averages, course grade distributions, general and academic orders of merit, military dependents on merit lists, squadron assignments. (6) USAFA Preparatory School computer listings, selection data on new classes, medical qualification at entry, cadet high school rank and class size, fourth class squadron assignments, special rosters with all scores (acceptees, declinations, minorities, recruited athletes, and preparatory school), rosters from biographical data sheets (Protestant, Catholic, Jewish, and other religions, military parents, USAFA Preparatory School graduates, other preparatory school graduates, Civil Air Patrol, former ROTC members, Boy Scouts, Girl Scouts, Camp Fire Girls, cadets whose fathers are general officers, former Boys State, Girls State, and Boys Nation delegates and cadets with private pilot licenses), computer listings of high school activities and general information, admissions computer listings (all candidates, qualified candidates, selectees, athletes, minorities, ex-cadets and state status reports), and related data. (7) Combined information from above to Air Force Reserve Officer Training Corps. (8) Candidate Evaluation Records, Liaison Officer Evaluations, letters of evaluation from high school or colleges, and drug abuse certificates.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s): (1) Used by Admissions Office, selection panels, Academy Board, Athletic Department and Preparatory School personnel for selection of cadets to attend the Preparatory School and USAF Academy, to evaluate candidates for recommendation for civilian preparatory school scholarships, and to form the nucleus of the cadet record for candidates selected to attend the Academy. (2) Used by Minority Affairs Office for counseling and improving the retention of minority candidates. (3) Used by Admissions Office to prepare evaluations of candidate's potential for submission to members of Congress and to schedule for medical examinations. (4) Used to monitor training of Liaison Officers. (5) Used to evaluate cadet academic and military achievement and to coordinate statistics relating to cadet strength and attrition. (6) Used to evaluate selection procedures of AF Academy cadets, to assure that criteria for entering cadets are met and to procure various biographical information on incoming cadets for press releases. (7) Used by Air Force Reserve Officer

Training Corps (AFROTC) for possible AFROTC scholarship participation. (8) Same as (1) above.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information from the system may be disclosed to members of Congress in connection with nominations and appointments. Names, addresses and telephone numbers of Liaison Officers may be disclosed to individuals interested in the Academy. Biographical information on incoming cadets may be used for press releases.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, computer and computer output products, microform and notebooks/binders.

Retrievability:

By name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, safes or vaults and on computer storage devices protected by computer system software.

Retention and disposal:

(1) Records on candidates who are appointed are forwarded to Cadet Exams and Records to be included in the Master Cadet Personnel Records. Records on candidates who are not appointed are destroyed after one year. (2) Destroyed one year after graduation. (3) Same as (1) above. (4) Destroyed upon separation or reassignment. (5) Destroyed when no longer needed. (6) Same as (1). (7) Destroyed after one year. (8) Same as (1) and (2) above.

System manager(s) and address:

Director of Information Systems (RRD), USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational institutions from automated system interfaces, from the individual on forms filled out as a candidate, College Entrance Examination Board and American College Testing scores, Air Force Medical examinations, individual letters of recommendation, from individual and personnel records.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(5). For additional information, contact the System Manager.

F053 AFA D

System name:

Registrar Records.

System location:

United States Air Force Academy (USAFA), Colorado Springs, CO 80840-5701.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

(1) Data used in the candidate selection process for the USAF Academy, including high school records, admissions test scores, candidate fitness test scores, medical qualification status, letters or recommendations, address, phone number, social security number, race, height, weight, citizenship, statement of reasons for attending the Academy, nomination(s), preparatory school or college record, if applicable, service academy precandidate questionnaire; (2) Permanent record cards (transcripts), special orders, grade and quality point averages, course grade distributions, general and academic orders of merit, military dependents on merit lists, squadron assignments, academic program summaries, matriculation rosters, biographical data sheets, military parents, cadets whose fathers are general officers, letters of evaluation from high schools or colleges.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy; Executive Order 9397.

Purpose(s):

(1) Forwarded by the Admissions Directorate to form the nucleus of the Master Cadet Personnel Record for candidates selected to attend the Academy. Used to procure various biographical information on incoming cadets for press releases. (2) Used to evaluate academic and military achievement and to coordinate statistics relating to cadet strength and attrition.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information from the system may be disclosed to members of Congress in connection with nominations and appointments. Biographical information on incoming cadets may be used for press releases.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, computer and computer output products, microform and notebooks/binders.

Retrievability:

By name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties, who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, safes or vaults, and computer storage devices protected by computer system software.

Retention and disposal:

(1) Records on candidates who are appointed are received from the Admissions Directorate to be included in the Master Cadet Personnel Record. (2) Destroyed upon separation or reassignment or when no longer needed.

System manager(s) and address:

Chief of Cadet Examinations and Records (DFRR), USAF Academy, Colorado Springs, CO 80840-5701.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from educational institutions, from automated system interfaces from the individual on forms filled out as a candidate, College Entrance Examination Board and American College Testing scores, Air Force medical examinations, individual letters of recommendation, and from individual and personnel records.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(5). The exemption rule for this system is contained in Air Force Regulation 12-35 (32 CFR Part 806b).

F053 MP A

System name:

053 MP A Air Force Academy Appointment and Separation Records.

System location:

Headquarters United States Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Nominees for Air Force Academy appointment and cadets in training at the Air Force Academy for each Member of Congress, the Vice President, Governors of Territories, and all other nominating sources.

Categories of records in the system:

DD Form 1870 - 'Nomination for Appointment to the United States Air Force Academy, Military Academy, Naval Academy' containing nominee's name, address, date of birth, Social Security number, telephone number, temporary address (if any), type of nomination (principal or competitive), numbered vacancy, and date submitted, name and signature of Member of Congress or other authorized nominating source submitting the nomination; AFHQ Form 0-339 - 'Air Force Academy Nominee Record' containing the names of the nominees of each Member of Congress, the Vice President, and other authorized nominating sources. (Each Member may nominate a total of ten for each vacancy available.) The card also indicates whether a nominee withdraws from consideration for Academy appointment or is medically disqualified and the nominating system used by the nominating authority; 'Chargeable and Nonchargeable Air Force Academy Appointment Record' listing the names of the cadets entering each year for each Member of Congress and other nominating sources showing charged or not charged to their quota (5 allowed at any one time) - 10 USC 9342, year of scheduled graduation or separation date and reason, and reapportionment actions; each year after the class enters, a 'Congressional Report of Candidate Status U.S. Air Force Academy' is sent to each Member of Congress advising status of each nominee, charged, non-charged, appointed through other sources, qualified-no vacancy and those nominees incomplete or disqualified - 'Report of Separation from the United States Air Force Academy' showing name, cadet number, scheduled graduation date, reason for separation, name of congressional sponsor and whether the separation action provides an additional vacancy for the Congressional sponsor; 'Report of United States Air Force Academy' containing spaces to insert names of cadets in training who are charged to the quota of a Member of Congress.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy; and Senate Resolution 154.

Purpose(s):

When a cadet separates from the Academy, the Cadet Branch Personnel uses the system to determine who nominated the cadet so that notification of the separation can be made to the Congressional sponsor. Also used in making reply to any Member of Congress who requests information concerning who nominated a cadet for Academy entrance (10 USC 9342(h)). A form is maintained annually on each Member of Congress, the Vice President, and other authorized nominating sources. Upon receipt of nominations from Members of Congress, only the name of the nominee is entered on the Form and the nominating system used by the member. The form is used to show withdrawal of a nominee or medical disqualification in order to determine the number of active candidates at any given time (10 allowed per vacancy (10 USC 9342)). Cadet Branch uses the system to answer inquiries from nominating sources. AFHQ Form 0-851 (card) is maintained on each Member of Congress, the Vice President, and other authorized nominating sources. Upon entrance of each new class to the Air Force Academy, the names of the cadets entering for each Member of Congress, etc. is posted to the individual Congressional sponsor's card. This record card is used by Cadet Branch to determine the number of vacancies available to all authorized nominating sources so that notification of vacancy information can be furnished to Members of Congress annually. Upon separation of an Academy cadet, the name is crossed out and a notation made of the date of graduation/separation and reason for separation. Another form is used as an attachment to a letter of notification to the Congressional sponsor when a cadet is separated. Upon special request from Member of Congress, another form is used to provide the names of charge cadets (principals) to their authorized quota and the year of scheduled graduation. Also used to notify new Members of Congress of the chargeable cadets upon entering Congress. Cadet Separation Case Files A cadet separation case file is maintained on every cadet separated for the period of time his class is in training and for one year after class graduates from the Air Force Academy. The case files are maintained since this office is the responsible staff office for implementing the Secretary of the Air Force instrument of separation/discharge action. The case files are further used to reply to Congressional inquiries concerning separation actions. The data contained in the separation case file are: Copy of cadet's resignation/separation action; copy of Academy Superintendent's letter to Secretary of the Air Force containing recommendation on type of separation action; copy of Secretary of the Air Force Memorandum directing type of separation; copy of 'Report of Separation from United States Air Force Academy'; copy AF/MPPA notification letter to Congressional sponsor concerning separation; copy of AF/MPPA notification letter to United States Air Force Academy Commandant of Cadets effecting the decision of the Secretary of the Air Force; copy of, 'Disenrollment From Officer Candidate-Type Training.' (Prepared by Commandant, Air Force Academy); copy of, 'Certificate of Release or Discharge From Active Duty.' (Prepared by Commandant, Air Force Academy); copy of Special Orders effecting separation/discharge action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information in the record/records system is provided Members of Congress, the Vice President, DC Delegate to the U.S. Congress, Governors of Territories and countries sponsoring foreign cadets and the Philippines on candidate nominations, cadet vacancies, appointments, and separations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Upon entry of the class each year, forms are destroyed on unsuccessful candidates by tearing into pieces, shredding, pulping, macerating, or burning. The forms on appointed cadets are maintained permanently. Records on separated or discharged cadets are maintained for one year after class graduates.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Members of Congress, the Vice President and other nominating sources.

Exemptions claimed for the system:

None.

F060 AF A

System name:

F060 AF A Air Force Operations Resource Management Systems (AFORMS).

System location:

Headquarters United States Air Force and major command headquarters, Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409. Host, tenant and squadron Operations System Management offices at Air Force installations. Official mailing address are contained in the Air Force Address Directory.

Categories of individuals covered by the system:

Air Force active duty military personnel, Air Force civilian employees, Air Force Reserve and Air National Guard personnel, Army, Navy and Marine Corps active duty military personnel and those foreign military personnel who are assigned to aviation duties by competent authority and attached to the USAF for flying support or who have been suspended from flying duties for a period of not more than 5 years.

Categories of records in the system:

The base-level AFORMS data base contains a master file of flying records for each individual in categories listed above, a month-to-date transaction file and a twelve month history file. A centralized file of selected information from each individual's master record is also maintained at HQ USAF, and flying history information is maintained at Norton Air Force Base, CA. In addition to automated data files, this system uses manual files for maintaining historical data and important source documents. An Individual Flight Record Folder (FFR) is established for each category of fliers listed above and is the prime repository for a computer listing which itemizes each individual's flight accomplishments as well as various source documents which serve to validate information entered into the computer data base for the system. Each Host Operations System Management office maintains a file of Aeronautical Orders and Military Pay Orders to provide source documentation of flying pay actions initiated by the flight manager. Information which is maintained in the automated files is derived directly from the AFORMS master file or from subsequent processing of information entered into the master file. Categories of information maintained in the master file are: IDENTIFICATION DATA - provides individual identifiers and other information directly related to each individual in the file. DUTY ASSIGNMENT DATA - Includes information such as the major command of assignment for the individual, the Air Force Specialty Code indicating professional duties, the unit, the responsible Operations System Manager, base of assignment, etc. AIRCREW TRAINING AND QUALIFICATION DATA - includes information such as flight and ground professional flying training accomplishments, aircrew qualification status, physical status for flight duties, types of aircraft assigned, etc. UTILIZATION MANAGEMENT DATA - Includes flying experience information, professional qualifications, aviation duties assigned, etc. FLYING PAY ENTITLEMENT DATA - Includes information needed to administer the payment of flying incentive pay for each individual. LOCAL USE DATA - contains information used by major or local command to supplement general system information as needed to meet unique unit requirements within the categories of information listed herein. SYSTEM CONTROL DATA - Contains computer data used to automatically control internal system functions.

Authority for maintenance of the system:

37 USC 301a, Incentive pay: Pub. L. 92-204 (Appropriations Act for 1973), Section 715; Pub. L. 93-570 (Appropriations Act for 1974); Pub. L. 93-294 (Aviation Career Incentive Act of 1974; DOD Directive 7730.57 (Aviation Career Incentive Act and Required Annual Report); Air Force Regulation 60-1, Flight Management; and Air Force Regulation 60-190, Air Force Operations Resource Management System (AFORMS).

Purpose(s):

The AFORMS provides information and automated data processing capabilities used to manage and administer Air Force operations such as aircrew training and evaluation, flight scheduling functions, flying safety and related functions needed to attain and maintain combat or mission readiness. All information is entered into the system at the airbase level. This information is then processed for use by flying resource managers at all levels through periodic computer product reports or automated systems interfaces. The specific uses of information and user categories for this system are: BASE LEVEL ACTIVITIES - (1) to establish each member's flying pay entitlement status and to monitor continuing entitlement in accordance with existing directions; (2) to record each individual's flying activities, both hours and specific events, and provide indications of successful attainment of standards or deficiencies; (3) to establish each individual's Aviation Service code for use in indicating type of flying activity or reason for inactive status if applicable; (4) to determine each rated member's eligibility to perform operational flying in accordance with existing USAF directives; (5) to provide an indication of each rated member's total operational flying time in terms of total aviation career duties as required by the Aviation Career Incentive Act of 1974; (6) to establish 'suspense lists' for use in scheduling flying personnel for flights, schools, tests and similar events directly related to their duties as professional airmen; (7) to provide each applicable individual and manager with all aviation career profile information needed to monitor flying career development, professional qualifications and training deficiencies; (8) to provide information requested by Operations, or other base functions, which relates to the flying duties and accomplishments of all personnel in the file; (9) to provide statistical data for management analysis and review of all aspects of each base's flying programs, including flying safety data involving AFORMS flying hour/individual information stored in the Norton Air Force Base, flying safety data bank maintained by the USAF Inspection and Safety Center. OTHER BASE USERS: CONSOLIDATED BASE PERSONNEL OFFICE - uses information provided by this system, through an automated data interface, to report the flying status of all individuals in the files; provides flying career background information used for assignment actions. ACCOUNTING AND FINANCE OFFICE - uses Military Pay Orders, prepared by flight management offices, to start and stop flying incentive pay in accordance with each individual's flying status and eligibility as reflected by the information in the system; uses the files to perform payment audits to identify individuals being paid improperly. BASE SUPPLY - uses flying status information to determine which individuals are qualified to draw all authorized flying equipment. BASE MEDICAL FACILITY - uses system data to determine projected workloads associated with scheduled flight physical examinations. MAJOR COMMANDS - use all system data to measure the effectiveness of subordinate unit training programs and to check command-wide flying effectiveness. AIR FORCE MANPOWER AND PERSONNEL CENTER - uses AFORMS information to establish assignment objectives and career development programs for USAF military personnel in the system. USAF INSPECTION AND SAFETY CENTER - uses flying hour data for each individual to establish historical files for reconstruction of lost or damaged records and to augment the Flying Safety statistical data bank. HQ USAF - uses various identification and flying data to establish statistical data needed to verify the effectiveness of standard procedures, determine the need for policy modification, provide a timely and accurate census of various types of flyers and provide a centralized point for collection and collation of data used by all levels of management. Air Force Accounting and Finance Center - uses AFORMS information to validate all flying payments in the JUMPS system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, on computer magnetic tapes and on magnetic disks.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and individuals in files. Access is specifically controlled by the Host Operations System Management office. Records are stored in locked cabinets or rooms. Computer terminals are locked when not in use or kept under surveillance.

Retention and disposal:

Magnetic tape and hardcopy records are maintained in files for five years following removal of an individual from flying status. The magnetic tape records are then destroyed by degaussing or overwriting and the hardcopy files turned over to the individual. Personnel leaving military service are provided their hardcopy files and all disk and tape records are routinely erased except for historical records files maintained by AFISC. For deceased personnel, disk and tape records are routinely erased and hardcopy folders are provided to the survivors as part of the individual's personal effects.

System manager(s) and address:

Deputy Chief of Staff/Plans and Operations, Headquarters United States Air Force, Washington, DC.

Notification procedure:

Requests from individuals should be addressed to the Operations System Manager. Include name and SSN. Make base level inquiries to base flight manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Operations System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individuals, aircrew managers, automated system interfaces and from source documents such as reports.

Exemptions claimed for the system:

None.

F060 AF B

System name:

F060 AF B—Contractor Flight Operations.

System location:

All Army, Navy, Air Force and Defense Logistics Agency activities who approve contractor aircraft flight and ground operations procedures or utilize contractor personnel who operate aircraft for the government.

Categories of individuals covered by the system:

All contractor personnel who operate aircraft for the Army, Navy, Air Force, or Defense Logistic Agency for which the government assumes some risk of loss or damage. It covers both flight crewmember and noncrewmember personnel designated by a contractor to conduct flights, perform functions while the Aircraft is in flight, or perform ground operations in support of such flights.

Categories of records in the system:

Name; SSN; home address and telephone number; DOB security clearance data; education; military service data; flight qualification, proficiency, training, and experience records; standardization and evaluation data; safety and mishap records; medical and physiological data; and, similar data.

Authority for maintenance of the system:

10 U.S.C. 8013, 44 U.S.C. 3101, and joint regulation AFR 55-22/ AR 95-20/NAVAIRINST 3710. 1C/DLAR 8210.1 and Executive Order 9397.

Purpose(s):

Used to monitor and manage individual contractor flight and ground personnel records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system may be used for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, notebooks, computers and computer output products.

Retrievability:

Filed by name or SSN.

Safeguards:

Records are accessed by custodian of the records or by persons responsible for servicing the record system in performance of their actual duties who are properly screened and cleared for need to know. Records are stored in locked cabinets, and rooms are controlled by personnel screening and computer software.

Retention and disposal:

Records are maintained in the system until contract termination, at which time they will be destroyed if no longer needed.

System manager(s) and address:

Air Force: HQ AFSC/TEO, Andrews AFB DC 20334-5000. Army: DALO-AV, Washington, DC 20330-0505. Navy: NAVAIR-SYSCOM (Air 119), Washington, DC 20361. DLA: HQ DLA-DQSO-S, 805 Walker Street, Marietta GA 30060-2789.

Notification procedure:

Request from individuals should be addressed to the system manager or the system location where the flight certification is recorded. Individuals will be asked to provide name, social security number, or both, to facilitate access.

Record access procedures:

Written requests should be notarized and addressed to the system manager or to the system location where the flight certification is recorded. For personal visits, the individual may be asked to show a valid identification card, a driver's license, or some similar proof of identity.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager and are published in Air Force Regulation 12-35 (32 CFR part 806b).

Record source categories:

Information is provided by the individual or from training, evaluation, and examination records.

Exemptions claimed for the system:

None.

F060 ANG A

System name:

060 ANG A Progress Report, Undergraduate Pilot Training.

System location:

Office of Director, Air National Guard, Washington, DC 20330.

Categories of individuals covered by the system:

Air National Guard Undergraduate Pilot Trainees.

Categories of records in the system:

Evaluation of pilot training progress.

Authority for maintenance of the system:

10 USC 275, Personnel records.

Purpose(s):

Used at National Guard Bureau level to determine individual capability to perform safely in home unit weapons systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are stored in safes.

Retention and disposal:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Air National Guard, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from UPT Flying Training DCO.

Exemptions claimed for the system:

None.

F066 AF A

System name:

066 AF A Maintenance Management Information and Control System MMICS.

System location:

At all Air Force bases that utilize MMICS. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Individuals assigned to organizations involved in the maintenance of aircraft missiles, communications electronics and associated equipment.

Categories of records in the system:

Maintenance personnel records and on-the-job training.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and Air Force Regulation 66-1, Maintenance Management Policy and 66 5, Production Oriented Maintenance Organization.

Purpose(s):

Used to establish and maintain data and on-the-job training records pertaining to a specific individual assigned to a maintenance organization. Used by work center supervisors maintenance training and administrative personnel and other members of the chief of maintenance staff to maintain basic data relating to an individual and to monitor the overall manning status of an organization.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on disks or tapes.

Retrievability:

Filed by name or Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

Retention and disposal:

Maintained until purpose has been served or for 1 month whichever is sooner then destroyed by tearing into pieces, pulping, burning, shredding, or macerating.

System manager(s) and address:

Non-commissioned officer in charge of the maintenance documentation or files maintenance section at each unit utilizing MMICS.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from automated system interfaces and source documents such as reports.

Exemptions claimed for the system:

None.

F066 SAC A

System name:

066 SAC A ICBM Maintenance Standardization and Evaluation Program.

System location:

Headquarters Strategic Air Command (SAC), Headquarters Eighth and Fifteenth Air Force; all SAC missile wings/divisions; 3901 Strategic Missile Evaluation Squadron. Official mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Intercontinental Ballistics Missile (ICBM) maintenance personnel assigned to Missile Maintenance, Munitions, and Communications on SAC bases who have been designated by local maintenance managers as being in the evaluation program.

Categories of records in the system:

Evaluation records on technical proficiency, including manual summaries of task performance. Administrative records of Evaluation Review Panels, including comments on substandard task performance, required corrective action or training, and follow-up actions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and Strategic Air Command Regulation 66-12, Volume V, Quality Control and the Maintenance Standardization and Evaluation Program.

Purpose(s):

To record individuals maintenance task performance results. This information is used by SAC to determine, rate, and evaluate individual maintenance performance as it contributes to the unit maintenance effort.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper files.

Retrievability:

Retrieved by name, team number, team type, date.

Safeguards:

Records are accessed by person(s) in performance of official duties. Records are stored in locked rooms or cabinets.

Retention and disposal:

Retained on file until superseded, obsolete, or no longer needed for reference. Destroyed when individual permanently leaves duties assigned in evaluation program. Current records may be forwarded to gaining unit if assigned to another SAC unit. Destroyed by tearing into pieces, shredding, pulping, burning or macerating.

System manager(s) and address:

Director of Missile Maintenance, Headquarters Strategic Air Command, Offutt Air Force Base, Nebraska 68113. Functional Area Managers in addition to Director of Missile Maintenance are: Director of Munitions and Director of Communications-Electronics. Field evaluation and statistical analysis of evaluation results are performed by 3901 Strategic Missile Evaluation Squadron, Vandenberg Air Force Base, California 93437. System Managers at installation level are: Chief of Maintenance in Missile Maintenance, Communications, and Munitions Squadrons on SAC bases.

Notification procedure:

Requests for individuals should be addressed to the system manager of unit to which assigned. Request information by name, grade, and unit of assignment.

Record access procedures:

Individual can obtain access from the System Manager of unit to which assigned.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents (such as forms and reports) prepared by or on behalf of the Air Force by boards, committees, panels, auditors, instructors, inspectors, evaluators, and so forth.

Exemptions claimed for the system:

None.

F067 AF A

System name:

067 AF A Government Furnishings Issue Record.

System location:

Housing Supply Offices at all Air Force installation which issue furnishings. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Active duty military and DOD civilians to whom government furnishings are issued.

Categories of records in the system:

PCS orders, rental agreement, receipt for furnishings.

Authority for maintenance of the system:

10 U.S.C. 9832, Property accountability: Regulations.

Purpose(s):

To maintain authority for issue and accountability of Government furnishings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in vertical file folders, and computer and computer output products.

Retrievability:

Filed by name in manual file systems. Filed by SSN in computer storage.

Safeguards:

Stored in file cabinets in locked rooms. Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in file until furnishings are returned and then destroyed or returned to the individual.

System manager(s) and address:

Deputy Chief of Staff/Logistics, headquarters of each major command which issues furnishing or Chief of Housing Supply Office at issuing base.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determination may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from individual.

Exemptions claimed for the system:

None.

F067 AF B

System name:

067 AF B Base Service Store/Tool Issue Center Access.

System location:

Retail Sales Section at Air Force installations; official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Active duty and reserve military and civilian personnel.

Categories of records in the system:

Identification data on individuals authorized access to purchase Base Service Store/Tool Issue items.

Authority for maintenance of the system:

10 USC 9832, Property Accountability Regulations.

Purpose(s):

Control access to Base Supply's Base Service Store and Tool Issue Center Units at each Air Force installation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products, and in paper form.

Retrievability:

Access is by Social Security Number for military members and ID card number for civilian employees.

Safeguards:

Access to the records is controlled by computer system software and is limited to individuals responsible for servicing the system.

Retention and disposal:

Retained until superseded or canceled by individual's commander.

System manager(s) and address:

Deputy Chief of Staff/Logistics and Engineering, Headquarters, United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the system manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the system manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from the individual or from the individual's commander.

Exemptions claimed for the system:

None.

F067 AF LE A

System name:

067 AF LE A Personal Clothing and Equipment Record.

System location:

Equipment Management Offices at Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Active duty and reserve military and civilian personnel.

Categories of records in the system:

Expendable and non-expendable individual personal clothing and equipment records.

Authority for maintenance of the system:

10 USC 9832, Property Accountability Regulations.

Purpose(s):

Accounting for authorized clothing and equipment issued to members and employees. Periodically reviewed by supply personnel and certified by the individual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained as paper records and stored in vertical file folders.

Retrievability:

Filed by last name, first initial and last four digits of Social Security Number.

Safeguards:

Stored in file cabinets in locked rooms. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. When individual is reassigned, original records are transferred to the new installation. The copy retained at the previous station is destroyed after six months. When the individual is discharged, the signed copy of the record is forwarded to the Consolidated Base Personnel Office for disposition. The originals are retained by Equipment Management function and destroyed after the turn-in of all equipment by the individual. Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Deputy Chief of Staff/Logistics and Engineering, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from the individual.

Exemptions claimed for the system:

None.

F067 AFSC A

System name:

067 AFSC A Equipment Maintenance Management Program (EMMP).

System location:

Aeronautical Systems Division, Computer Center, Wright-Patterson Air Force Base, OH.

Categories of individuals covered by the system:

Military and civilian personnel in Aeronautical Systems Division, Air Force Avionics Laboratory, Air Force Flight Dynamics Laboratory, Air Force Aero Propulsion Laboratory, Air Force Materials Laboratory, Air Force Human Resources Laboratory and Aerospace Medical Research Laboratory at Wright-Patterson Air Force Base, having custody of high value precision measurement equipment.

Categories of records in the system:

Equipment maintenance management data on equipment signed out to individuals by equipment item number, model number, date checked out, office symbol, calibration due date, user Social Security Number and name.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Maintain maintenance and management control of high value equipment including issuance, security and storage, and recalibration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Records may be retrieved by custodian name and Social Security Number or by equipment ID number and manufacturer.

Safeguards:

Computer records are maintained under systems software with password control. Printouts are kept in locked cabinets and desks. Offices and buildings are locked after duty hours.

Retention and disposal:

Printouts are kept up to a two weeks maximum and then destroyed by tearing into pieces.

System manager(s) and address:

Air Force Wright Aeronautical Laboratory, Logistics Office, Assistant for Operations, Wright-Patterson Air Force Base, OH 45433.

Notification procedure:

Requests from individuals should be addressed to the system manager. Requesting individuals will be required to supply full name and office symbol or name of immediate supervisor for telephone requests; full name, driver's license or base ID card for personal visits.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager, telephone area code (513) 255-4522.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals and automated systems interface.

Exemptions claimed for the system:

None.

F070 AF AFO A

System name:

070 AF AFO A Accounts Payable Records.

System location:

At Accounting and Finance Offices at Air Force bases, Air National Guard activities, Air Force Reserve units, and Air Force components listed in the Department of Defense Directory in the appendix to the Air Force systems notices; some records are stored at the Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

Categories of individuals covered by the system:

Individuals who have monies owing to them by the Air Force or who have performed an official function resulting in a valid debt payable by the Air Force to a third party. Such individuals include contractors, military and civilian personnel and their dependents, assignees, trustees, guardians, survivors, claimants having tort or compensation claims against the Air Force for personal injuries or property damage.

Categories of records in the system:

Include, but are not limited to, contracts; purchase orders; temporary duty and permanent change of station orders; transportation requests; government bills of lading; tort claims; compensation claims; correspondence with creditors; dependents of military personnel and civilian employees.

Authority for maintenance of the system:

31 USC 66c, Receipts, retention and disbursement of public funds; 82e, Travel and transportation allowances: Dependents: Baggage and household effects; 492, Disbursing officers; 37 USC 404, Travel and transportation allowances: General; 406, Disbursing officers.

Purpose(s):

Records are used to support payments to creditors who may include military personnel and civilian employees, their dependents, survivors, guardians and trustees, contractors, vendors, claimants in tort and compensation claims and assignees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. When authorized, records may be disclosed to creditors, dependents, claimants, Internal Revenue Service (for tax purposes, including assessments, levy action, employer/employee Social Security taxes), Social Security Administration and Veterans Administration (for verification of claims and eligibility for benefits administered by such agencies), and state and local authorities (for matters pertaining to taxation, welfare, and criminal and civil litigation within the jurisdiction of such authorities).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets, card files, computer and computer output products, magnetic cards, and microform.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, locked cabinets or rooms, protected by guards and controlled by personnel screening and by visitor registers.

Retention and disposal:

Retention periods of various types of documents vary from one month to permanent. Some records are destroyed by the Base Accounting and Finance Offices at base level by tearing, shredding, pulping, macerating, or burning; others are retired to the Denver Federal Archives and Record Center and destroyed after varying retention periods by sale to salvage paper companies for shredding.

System manager(s) and address:

Director Accounting and Finance United States Air Force (USAF). Accounting and Finance Officers at Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Sources include, but are not limited to, information obtained from automated system interfaces, corporations and from source documents such as reports, contractors, vendors, claimants, trustees, assignees, Air Force and other Department of Defense components, carriers, General Accounting Office, Comptroller General, and Veterans Administration.

Exemptions claimed for the system:

None.

F075 AA A

System name:

075 AA A Office, Secretary of Air Force Travel Files.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Military, civilian, statutory, Congressional and others sponsored by Secretaries of Air Force and/or Defense.

Categories of records in the system:

Travel orders and transportation authorizations, paying agent orders, passport information, and travel vouchers.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To provide reference in response to individual and/or offices requests for actual purposes of travel, costs and records used for future planning. Copies of orders on file in Director of Administration, Headquarters U. S. Air Force, Washington, DC 20330, for record of authentication. Copies of paying agent orders on file Director of Administration, Headquarters U.S. Air Force Washington, DC 20330 for record of payments. Travel on file at US Air Force Accounting and Finance Center, Denver, CO record of Air Force expenses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/note books/binders/card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by assistant manager and restricted to authorized personnel.

Retention and disposal:

Records on currently assigned personnel are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Transportation authorization and Invitational orders are retained in office files for one year after annual cut-off then destroyed. Paying agent orders are retained in office files for two years after annual cut-off, then destroyed. Records contained in this system are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Administrative Assistant to the Secretary of the Air Force, the Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Air Force channels from agencies and individuals requesting Air Force travel.

Exemptions claimed for the system:

None.

F075 AF DP A

System name:

F075 AF DP A—Application for Early Return of Dependents.

System location:

All overseas host base Central Base Personnel Office (CBPO) outbound assignments sections (DPMU). Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Categories of individuals covered by the system:

Command sponsored dependents of military personnel assigned overseas.

Categories of records in the system:

Members name, grade, Social Security Number, initial date of sponsor entry into overseas theater, date of separation, date of rotation (DEROS); names, relationships, sexes, dates of birth, passport, numbers, and addresses of dependents.

Authority for maintenance of the system:

37 U.S.C. 401, Chapter 7 and E.O. 9397.

Purpose(s):

Used by the Unit Commander, CBPO personnel, and the approval authority to approve/disapprove requests for early return of dependents. Under the provisions of Air Force Regulation 75-8, Vol II, member or spouse may request early return of dependents to their country of origin if desired, prior to the time PCS orders are required. If member declines to initiate request for early return of dependents, the spouse may request early return for self but not for minor children. Documentation must be provided by the applicant to substantiate the existence of a situation which required dependents to be returned (Joint Federal Travel Regulation (JFTR) U5240, D1-De, Items a-h).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Air Force's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrieved alphabetically by name.

Safeguards:

Records are stored in locked cabinets, rooms, or buildings. Records are accessed by the custodian and personnel responsible for servicing the record system in performance of their official duties. Access is controlled by the system manager and restricted to authorized personnel.

Retention and disposal:

Early return of dependents case files are retained in office files for one year after the annual cutoff, then destroyed. These records are destroyed by one of the following means: Tearing into pieces, shredding, pulping or burning.

System manager(s) and address:

Chief, Personnel Utilization (DPMU), host base CBPO. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief, Personnel Utilization (DPMU), host base CBPO. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records. Full name and SSN of sponsor are required for inquiries.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief, Personnel Utilization (DPMU), host base CBPO. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Contesting record procedures:

The Department of the Air Force rules for access to records and for contesting and appealing initial determinations by the individual concerned are published in Air Force Regulation 12-35; 32 CFR Part 806b; or may be obtained from the system manager.

Record source categories:

Information obtained from individuals requesting early return of dependents, personnel, legal, chaplain, or other agencies providing pertinent information for the case file.

Exemptions claimed for the system:

None.

F075 AF LE A

System name:

075 AF LE A Household Goods Nontemporary Storage System (NOTEMPS).

System location:

At all Air Force bases having personal property responsibility. Official mailing addresses are contained in the Air Force Address Directory.

Categories of individuals covered by the system:

Active duty and retired military personnel or their dependents, and civilian employees.

Categories of records in the system:

Applications for storage, travel orders, substantiating documents.

Authority for maintenance of the system:

10 USC 133, Secretary of Defense: Powers and duties; delegation by.

Purpose(s):

Used by base level traffic management offices (AFO) and local commercial contractors in managing, controlling and payment of contractors for services rendered for storage services. Information used by TMO to maintain, identify lots, determine excess cost and perform payment actions for storage accounts. AFO will use information to process invoices for payment. Contractors will use data to verify and certify invoices for payment for services rendered against individual storage lots.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, or computer and computer output products.

Retrievability:

Filed by name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by personnel screening.

Retention and disposal:

Files are retained for 6 months to 3 years, depending on type, and destroyed by tearing, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff, Logistics and Engineering, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Individual requests should be addressed to the System Manager. Base traffic management offices have individual record. Visits must provide name, grade, SSN and identification card.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from individuals, applications for storage of household goods, travel orders, and substantiating documents.

Exemptions claimed for the system:

None.

F075 AF LE B

System name:

075 AF LE B Personal Property Movement Records.

System location:

Traffic Management Office or Air Force controlled Joint Personal Property Shipping Offices at Air Force Activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Persons who shipped personal property through an Air Force controlled activity.

Categories of records in the system:

Application, orders, inventory, Government Bill of Lading, shipping documents, Certificates of Approval or Disapproval, Power of Attorney, carrier and/or contractor documentation, Inspection Report, and Counseling Checklist.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Traffic Management Officer uses these record to determine shipment eligibility and lawful entitlements, and as a basis for expenditure of public funds and contracts with commercial carriers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked cabinets or rooms and are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for three years after annual cutoff; transferred to Regional Federal Records Center for indefinite retention.

System manager(s) and address:

Deputy Chief of Staff, Logistics and Engineering, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Request from individual should be addressed to the System Manager. Include individual's name, service, Social Security Number, type of shipment, origin, destination, and the date of application. Any means of positive identification is acceptable.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Government Inspector's Quality Control Report. Information also obtained from the individual.

Exemptions claimed for the system:

None.

F075 USAFE A

System name:

075 USAFE A Customs Control Records.

System location:

Customs Control Office of the Transportation Branch, 7206 Air Base Group/LGTTG, APO NY 09223. Selected sub-elements are at the Investigation Section of the Security Police Division, 7206 ABG/SPI, APO NY 09223, and the Judge Advocate Office, 7206 ABG/JA, APO NY 09223.

Categories of individuals covered by the system:

Personnel assigned to duty in Greece qualifying for tax free privileges under Article I of the North Atlantic Treaty Organization Status of Forces Agreement.

Categories of records in the system:

Certificates of understanding and accountability; purchase records; importation documents; vehicle registration and duty-free customs certificates; customs control card roster; Greek customs tax receipts; copies of military orders; certificates of dependency; currency conversion records; military and Greek police reports concerning theft, loss or destruction of personal property; records of imports and exports via postal systems; personal property inventories for incoming and outgoing shipments of household goods; and reports of investigation concerning possible or actual customs violations.

Authority for maintenance of the system:

North Atlantic Treaty Organization Status of Forces Agreement and 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

This system of records is used to control the tax-free acquisition of personal property by U.S. Forces entered into Greece in tax and duty exempt status under the provisions of the NATO Status of Forces Agreement. This agreement, and others which supplement it, require the U.S. to limit the tax-free import and use of items required by the U.S. Forces to only those members with bona fide entitlements and to assist the Greek government in collecting evidence and securing payment of any applicable taxes. Users of the information in the customs control system include U.S. Air Force, Navy, Army, and State Department transportation and customs activities who compile and maintain the records; military security, investigative, and law enforcement activities who screen records to collect evidence where possible wrongdoing is indicated; military justice officials who review evidence and advise commanders on possible legal actions; and Air Force Accounting and Finance Offices to control legal conversion of U.S. and host nation currency and to report excess profit from legal sales of property to Internal Revenue Service where appropriate. The system is used to document property imported tax-free into Greece and any purchases made by individuals in the military tax-free sales outlets. The information is used to prove compliance by the U.S. Forces with U.S. treaty obligations and to identify and correct black-marketeering or other unauthorized activities which evade Greek customs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from this system of records may be disclosed for any of the blanket rotuine uses published by the Air Force. Information may be disclosed to Greek authorities as required by treaty.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in file folders

Retrievability:

Files are maintained in numerical sequence using a locally established individual customs control number given upon application to each member entitled to tax-free privileges in Greece. The customs control number is cross-referenced to the member's name, Social Security Number, permanent reassignment date, and employer. Dependents of entitled members are listed under their sponsor's customs control number and record file. An electronic data processing card file is used in the U.S. Air Force Customs Control Office to correlate customs control number, name, unit of assignment, and expiration date of privileges.

Safeguards:

Records are safeguarded in locked file cabinets, locked rooms, and locked buildings. Records may be reviewed only by the person to whom they apply or competent investigative authority based on a verified need to know.

Retention and disposal:

Records are maintained in active use until the members clear their accounts in preparation for departure from Greece. The records are then removed to an inactive file within the U.S. Air Force Customs Control Office for one additional year and then transferred to a records staging area for two more years. Three years after closeout, files are destroyed by shredding, burning, pulping, or macerating.

System manager(s) and address:

Chief of Transportation, 7206 Air Base Group, APO, NY 09223.

Notification procedure:

Individuals may request information from the Systems Manager concerning their personal customs account at any time. Requesters must apply either personally or in writing providing their full name (and name of sponsor if in dependent status when the record was created), unit of assignment while in Greece, and period of stay in Greece. Requesters may visit the Customs Control Office of the Chief of Transportation, 7206 Air Base Group, Hellenikon Air Base, Greece, to review their personal customs records or seek information. Requesters must present identification cards issued by U.S. Forces in Greece to gain access to their personal records.

Record access procedures:

Access to personal records or data concerning an individual covered under the system can be obtained only from the Systems Manager or the customs liaison clerks in the Customs Control Section of the Office of Chief of Transportation, 7206 ABG/LGT, APO NY 09223.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individually prepared applications for duty-free entry of private property and automobiles; individually prepared applications for customs control cards; certificates of understanding and liability; bills of sale; Army and Air Force Exchange Service purchase records; Air Force Commissary Service purchase records; Air Force Accounting and Finance Office records of individual currency conversions; US Postal Service parcel receipt records; international mail parcel receipt information; USAF Security Police investigation reports concerning loss, theft, damage or property or alleged unauthorized disposition (black-marketeering); Defense Logistic Agency Property Disposal Office turn-in records; household goods carriers' inventories of personal property imported and re-exported to and from Greece by each member subject to the system; employer's certification of eligibility to tax-free privileges; official assignment orders; letters of eligibility from non-appropriated fund employers and USAF Procurement Office for eligible contractor personal, determinations of eligibility rendered by the Staff Judge Advocate's office.

Exemptions claimed for the system:

None.

F076 MAC A

System name:

076 MAC A Passenger Reservation and Movement System.

System location:

Headquarters Military Airlift Command (MAC), Scott AFB, Illinois; Aerial Ports of Embarkation and Debarkation, military airfields or installations (all Services), certificated air carriers at civil (commercial) airports, and any activity or agency responsible for initiating or receiving a request for the movement of personnel and their baggage; manifesting, tracing and billing actions; and statistical data collection. Official mailing addresses are in the Department of Defense directory or the current United States Government manual. Commercial air carrier addresses are listed in the Official Airlines Guide.

Categories of individuals covered by the system:

Military, civilian, statutory, congressional and others sponsored by the Secretary of Defense or Military Service Secretaries. The Executive Office, Executive departments, independent agencies, Legislative Branch and the Judicial Branch.

Categories of records in the system:

Travel order, transportation authorizations, and passenger name records. Categories of information in the passenger name record include but are not limited to: Name, grade, seats required; reservation identification code (RIC) which is assigned by a requesting activity or individual passengers and is the social security number or other unique identifier; origin, destination, requested travel dates, routing indicator (identifies the activity/installation requesting the reservation), cancellation and type standby codes (identifies the reason the passenger did not depart as scheduled); flight number, departure date and reporting time, and other administrative codings as determined by a Service activity or MAC to facilitate the completion of travel to include baggage tracer and billing actions. The passenger name record is a complete listing of all transportation related administrative actions related to individual passengers.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Passenger name records are used to prepare aircraft manifests for passenger identification processing and movement on military aircraft, commercial contract (charter) aircraft, and on seats reserved (blocked) on regularly scheduled commercial aircraft at military and civilian airports. Records in the system are also used to: (a) Develop billing data to the user Military Services or other organizations; (b) determine passenger movement trends; (c) forecast future travel requirements; and (d) identify, research, and resolve transportation related problems. In addition, records may also be used as the basis of disciplinary action initiated by the requesting activity; and the conduct of official investigations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from the system are routinely disclosed to other Federal agencies and offices provided transportation, and to civilian airlines and airports for transportation services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, notebooks/ binders, card files, computer paper printouts, computer magnetic tapes, disks, microfiche or rolled microfilm.

Retrievability:

Records on this system may be retrieved by any of the following means: By name - RIC (SSN) channel, flight number, movement channel, type transaction, type travel, special passenger category, type standby code, passenger cancellation reason code.

Safeguards:

Records are stored in locked cabinets, rooms or buildings. Records are accessed by the custodian and person(s) responsible for servicing the record system in performance of their official duties. Access controlled by the manager and restricted to authorized personnel and executive software sign-on procedures control access to the computer data base.

Retention and disposal:

Transportation authorizations and orders are retained in office files for two years after the annual cut-off, then destroyed. Other records in the system are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. These records are destroyed by one of the following means: By tearing into pieces, shredding, pulping, macerating, burning, or degaussing in the case of magnetic computer media.

System manager(s) and address:

Director of Terminal Operations, Deputy Chief of Staff, Air Transportation, Headquarters Military Airlift Command, Scott AFB, Illinois 62225.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Full name, reservation identification code, and movement channel are required for inquiries.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from military transportation and personnel activities, individuals requesting air travel or from other agencies designated to arrange air passenger reservations.

Exemptions claimed for the system:

None.

F077 AF LE A

System name:

077 AF LE A Motor Vehicle Operators' Records.

System location:

Air Force Base Drivers Training and Qualification Section. Air Force Reserve units and Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All military and civilian personnel issued a United States Government Motor Vehicle Operator's Identification Card.

Categories of records in the system:

Application, test results, medical evaluation, accident history, traffic citations and driver awards.

Authority for maintenance of the system:

10 USC 133, Secretary of Defense; appointment; powers and duties; delegation by.

Purpose(s):

Determination of operator eligibility by Vehicle Operations Officer. Used as basis for issue of a Government motor vehicle operator's identification card. Releasable to Safety and Law Enforcement authorities for investigation and possible criminal prosecution or civil court action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked cabinets or rooms and accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until discharge, separation, or reassignment of the individual, then returned to servicing consolidated base personnel office for destruction.

System manager(s) and address:

Deputy Chief of Staff, Logistics and Engineering, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Request should be addressed to the System Manager.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions, police and investigating officers, motor vehicles bureaus, state or local governments, witnesses, Department of Transportation.

Exemptions claimed for the system:

None.

F080 AFA A

System name:

080 AFA A Minnesota Multiphase Personality Inventory.

System location:

United States Air Force Academy, USAF Academy Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Air Force Academy and Preparatory School cadets.

Categories of records in the system:

Personality tests results, group data analyses.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

Used in research analyses concerning relationships, personality and performance to evaluate personality variables on cadet performance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Cadet Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference.

System manager(s) and address:

Dean of Faculty, United States Air Force Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

The individual can obtain gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual.

Exemptions claimed for the system:

None.

F080 AFSC A

System name:

080 AFSC A Aeromedical Research Data.

System location:

Aerospace Medical Division (AMD), Brooks Air Force Base, TX 78235.

Categories of individuals covered by the system:

Personnel receiving medical evaluation from Department of Defense medical facilities. Participants in epidemiologic studies sponsored by agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institutes of Health, National Research Council, and Occupational Safety and Health Administration.

Categories of records in the system:

Medical evaluations, demographic and mortality data.

Authority for maintenance of the system:

10 USC Chapter 55, Medical and Dental Care.

Purpose(s):

Data is used for aeromedical research, fitness for duty determination and medical care.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Individually identifiable records are used by medical authorities and consultants of the Department of Defense and Federal Aviation Administration to determine that individual's fitness for duty. Data on foreign personnel are used by the corresponding authority in that individual's country to determine their fitness for duty. An individual's record is used by medical personnel to deliver medical care to that patient. Aeromedical research data are used by scientists working with agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institutes of Health, National Research Council, and Occupational Safety and Health Administration to determine medical criteria for duty and to develop methods to prevent disease and disability.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in microfilm jackets and microfilm rolls, in paper files, and on computer.

Retrievability:

Filed by name, or Social Security Number (SSN).

Safeguards:

Computerized patient records retrievable from remote terminals are protected from unauthorized access or alteration by a data management system which requires a password for access to an authorized subset of data. When appropriate for research purposes, the data base management system permits scientists to examine patient records without revealing the unique patient identifiers. All of the data is accessed only by the custodian of the record system, and released only to medical personnel and scientists who are properly screened for need to know.

Retention and disposal:

Destroy paper and microfilm files when no longer needed or after 25 years by tearing, shredding, pulping, mascerating or magnetically stored data is destroyed by erasure.

System manager(s) and address:

Commander Aerospace Medical Division, Brooks Air Force Base, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from military personnel records.

Exemptions claimed for the system:

None.

F090 AF A

System name:

090 AF A Visiting Officer Quarters-Transient Airman Quarters Reservation.

System location:

Air Force installations. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Personnel registering to obtain a room for the duration of visit.

Categories of records in the system:

Registration of transient personnel into quarters.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To register occupants of base transient quarters and charge for billeting.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Manpower and Personnel, Headquarters United States Air Force, Washington, DC 22030.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Full name and Social Security Number required for inquiries.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

From individual registering.

Exemptions claimed for the system:

None.

F090 AF B

System name:

090 AF B Unaccompanied Personnel Quarters Assignment/Termination.

System location:

All Air Force Command bases. Located in the Base Billeting Operations Office and in the respective Squadron Orderly Room. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Unaccompanied military personnel who: (1) Apply for or who are entitled to occupy unaccompanied quarters, (2) accept or decline unaccompanied on-base quarters, (3) reside off-base at their own expense, (4) accept inadequate quarters, and/or (5) are identified as authorized to reside off-base with prescribed quarters allowance.

Categories of records in the system:

Records related to application, assignment, acceptance, declination, or termination of unaccompanied quarters; authorization for unaccompanied personnel to reside off-base at their own expense; voluntary acceptance of inadequate quarters; and/or authorization to reside off-base with prescribed quarters allowance.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Power and duties; delegation by.

Purpose(s):

To effectively manage unaccompanied personnel quarters; establish and maintain a record of application for unaccompanied personnel quarters assignment; terminate assignment to unaccompanied quarters; and grant authorization to reside off-base with or without specified quarters allowance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrieved by name.

Safeguards:

Records are accessed by custodian of unit files and by personnel responsible for servicing the record system in performance of official duties. File folders are stored in locked rooms and drawers.

Retention and disposal:

Records are destroyed by tearing into pieces, shredding, burning, macerating, or pulping when superseded or when individual is reassigned.

System manager(s) and address:

Base Billeting Manager and Commanders of Squadrons on AF bases.

Notification procedure:

Individuals may contact the Base Billeting Manager or Commanders of Squadrons on AF bases. Requests to determine existence of record should include full name and grade and approximate dates individual was assigned to or serviced by the Billeting Operation function on AF bases, subsequent to July 1, 1981.

Record access procedures:

Access is controlled by Base Billeting Manager at base level or by Squadron Commanders at squadron level.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from individual.

Exemptions claimed for the system:

None.

F100 AFCC A

System name:

100 AFCC A Military Affiliate Radio System (MARS) Member Records.

System location:

At Headquarters Air Force Communications Command (AFCC), Subordinate headquarters, and Air Force installations. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notice. At MARS member stations.

Categories of individuals covered by the system:

Amateur Radio Operators licensed by United States Air Force (USAF) MARS.

Categories of records in the system:

MARS Personnel Action Notification and Registration; MARS Station Questionnaire; Application for Membership in Military Affiliate Radio System. Information includes individuals name, MARS call sign, amateur call sign, mailing address, Federal Communications Commission (FCC) license class, MARS assignment, communications capability, MARS position, military status, and telephone number.

Authority for maintenance of the system:

10 USC 8012, Secretary of Air Force, powers and duties; delegation by; as implemented by Air Force Regulation (AFR) 700-17, Military Affiliate Radio System.

Purpose(s):

To identify MARS members, to describe and update information concerning members, station capability, MARS assignment and position status, to assign call signs and designators, to specify operational parameters and constraints, mailing address, amateur license, telephone number, and responsibilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and computer diskettes.

Retrievability:

Filed by name, by call sign or designator and geographic location.

Safeguards:

By authorized personnel in the course of their duties who are properly screened and cleared for need-to-know. Stored in file cabinets.

Retention and disposal:

At HQ AFCC, retained until termination of membership or alteration of information and then destroyed by tearing to pieces, shredding, pulping, macerating or burning. At MARS stations, retained in office files until reassignment or termination of membership and then destroyed by tearing to pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff for Operations (DOOC), HQ AFCC, Scott AFB, IL 62225-6001 and Director of Operations at all other levels.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual members and MARS officials.

Exemptions claimed for the system:

None.

F110 AF JA A

System name:

110 AF JA A Legal Assistance Administration.

System location:

Headquarters United States Air Force, Washington, DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty and retired military personnel, and their dependents.

Categories of records in the system:

Personal letters and documents furnished by person seeking advice and legal assistance record.

Authority for maintenance of the system:

10 USC 8072, Judge Advocate General: Appointment and duties.

Purpose(s):

Records kept to render proper advice for continuing assistance. Used by attorney and client with attorney-client relationship to assist in personal legal problems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

All Legal Assistance Officers.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information furnished by client.

Exemptions claimed for the system:

None.

F110 AF JA B

System name:

110 AF JA B Litigation Records (Except Patents).

System location:

At Headquarters United States Air Force, Washington, DC 20330. At Headquarters of Major Commands and all levels down to and including Air Force installations worldwide. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All individuals who have brought suit against, or been involved in litigation with, the United States or its officers or employees concerning matters related to the Department of the Air Force; or persons against whom litigation has been filed under 28 USC 134b, 31 USC 71, 951-3, 42 USC 2651-3, 46 USC 741-52, 4781-90.

Categories of records in the system:

Pleadings, motions, interrogatories, orders, letters, messages, forms, reports, surveys, contracts, bids, photographs, legal opinions, answers, complaints, memoranda; personnel, finance, medical, business records; audits, summons, English translations of foreign documents, other evidentiary material, court orders and rulings; other documents including but not limited to: Environmental Impact Statements, contract determinations, witness statements, law enforcement agency investigative reports, administrative reports, engineering and technical reports and surveys; some records may be security classified.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by USAF personnel tasked with supervisory and reporting responsibilities in connection with civil litigation; to enable the United States and its officers, employees, members, and parties to the litigation upon which suits at law can be prosecuted or defended in civil domestic or foreign litigation. Used to obtain from the Surgeon General and the military and civilian medical consultants thereto medical opinions upon which litigation decisions can be made by The Judge Advocate General and the Department of Justice. Used by the Air Force Audit Agency in conducting audits; used by the Board for the Correct of Military Records; used by the Air Force Accounting and Finance Center and its officers and employees for the adjudication of claims; when the Department of Defense or a military department is involved, civil litigation files are provided to any agency of the Department of Defense having a need for such files; provide litigation files to the legal staffs of the armed forces for the purpose of training of legal, paralegal and administrative personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used to provide information to the Court of Claims on legislative referral of private relief bills. Used to provide information upon which a reply to Congressional inquiries can be made; used by the Veteran's Administration and its officers and employees to adjudicate claims. Used by Department of Justice and its officers and employees in the actual litigation of cases involving matters concerning the Department of the Air Force and in some instances the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name of litigant and year of litigation.

Safeguards:

Records are accessed by authorized personnel in the course of their duties. Records are stored in locked containers or rooms and controlled by personnel screening.

Retention and disposal:

Files at the Office of the Judge Advocate General, HQ USAF, are retired permanently at Washington National Records Center, Washington, DC 20409, other levels destroy after two years upon completion of agency action; destroy after two years if files under 42 USC 2651-3. Destroy by tearing into pieces, shredding, macerating, pulping, or burning. Other records are retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington, DC 20409, for permanent retention.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force, Washington, DC 20330. Subsystems Managers are the Staff Judge Advocate at concerned subordinate command or installation for foreign civil litigation records.

Notification procedure:

Requests from individuals should be addressed to the System Manager or Subsystems Managers as appropriate.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager or Subsystems Managers as appropriate.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Court records, correspondence initiated by parties to litigation, reports prepared by or on behalf of the Air Force, reports of Federal, state, local or foreign government agencies and information obtained from the individual.

Exemptions claimed for the system:

None.

F110 AFAFC H

System name:

110 AFAFC H Legal Administration Records of the Staff Judge Advocate.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279.

Categories of individuals covered by the system:

Air Force active duty and retired military personnel, present and former Air Force civilian employees, Air Force Reserve and Air National Guard personnel, dependents of military personnel, Air Force Academy Cadets and former active duty personnel.

Categories of records in the system:

Legal opinions and supporting documents including, but not limited to, reports of survey on loss or damage of Air Force equipment; garnishment of wages of Air Force military and civilian personnel for child support and alimony; division of military members' retired pay due to child support or community property obligations of such retired members; inquiries by Congressmen on behalf of constituents who are military members or their dependents, or others; and correspondence relating to the above subjects with other Air Force and Department of Defense components, United States attorneys, attorneys, Air Force officers and members (and dependents thereof), former spouses of Air Force officers and members, and federal, state and local agencies, including, but not limited to, the Federal Bureau of Investigation (FBI), Internal Revenue Service, Social Security Administration, and state and local welfare agencies state and local welfare or child support agencies seeking wage and location data regarding Air Force military and civilian personnel should contact HQ AFAFC/DADI, Denver, CO 80279.

Authority for maintenance of the system:

10 USC 2775, Disposition of unclaimed property; 9832, Property accountability: Regulations; 9835, Report of survey; and 37 USC 1007(e), Deductions from pay; 10 USC 1408, Division of retired pay; 42 USC 659, 661-62, and 15 USC 1673, (garnishment of wages for child support and alimony); 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to review and make recommendations in cases including but not limited to cases involving division of retired pay, reports of survey, garnishment of pay, and Congressional inquiries of behalf of constituents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to any of the following non-DOD agencies and individuals: Individual Air Force members and and their dependents, former spouses of Air Force members and their attorneys, United States Attorneys, Internal Revenue Service, Social Security Administration, and state and local agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets and in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Records are maintained at office of Staff Judge Advocate, Air Force Accounting and Finance Center (AFAFC/JA) for two years, or whenever their purpose has been served, whichever is later, and then destroyed by tearing or shredding. Significant cases involving legal opinions establishing precedent are periodically transferred to subject files after two years and retained indefinitely.

System manager(s) and address:

The Staff Judge Advocate, United States Air Force; Staff Judge Advocate, Air Force Accounting and Finance Center.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DADI, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty station or place of employment, or other information verifiable in the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DADI, Denver, CO 80279 telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status or place of employment, or other information verifiable in the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, state or local governments, witnesses, source documents such as reports. Information from other DOD components; information from other federal agencies, including, but not limited to, the FBI, Internal Revenue Service, Social Security Administration, Veterans Administration; applications by and correspondence with active duty, reserve and retired Air Force personnel and their dependents, former spouses, and guardians, applications by and correspondence with Air Force current and former civilian employees, their dependents, spouses, and guardians; correspondence with attorneys, records of courts-martial, interfaces with other record systems maintained at AFAFC, and correspondence with United States Attorneys.

Exemptions claimed for the system:

None.

F110 AFRES A

System name:

110 AFRES A Reserve Judge Advocate Training Report.

System location:

Headquarters, Air Force Reserve (AFRES), Robins Air Force Base, GA 31098.

Categories of individuals covered by the system:

Air Force Reserve Judge Advocates (JAGs).

Categories of records in the system:

Information pertaining to individual training.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Power and duties; delegation by.

Purpose(s):

To provide Air Force Reserve Staff Judge Advocate Training File on all Reserve JAGs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Staff Judge Advocate, Air Force Reserve, Robins Air Force Base, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational institutions, from State Bar Association and from individual.

Exemptions claimed for the system:

None.

F110 JA A

System name:

110 JA A Freedom of Information Act Appeals.

System location:

Office of The Judge Advocate General, General Litigation Division, Headquarters United States Air Force (HQ USAF/JACL), Washington, DC 20330.

Categories of individuals covered by the system:

All those who have appealed to the Secretary of the Air Force from denials of Freedom of Information Act, 5 USC 552, requests for information or records and those to whom the requested information or records apply.

Categories of records in the system:

Letters, memoranda, legal opinions, reports, messages, forms, miscellaneous documents.

Authority for maintenance of the system:

5 USC 552, Freedom of Information Act.

Purpose(s):

Information is collected to evaluate appeals to the Secretary of the Air Force from denials of requests for records or information sought pursuant to the Freedom of Information Act; used by General Litigation Division members in preparing legal opinions and recommendations for the Secretary of the Air Force concerning the determination of appeals brought under the Freedom of Information Act; used by the Air Force Audit Agency to conduct audits; used by Air Force agencies to provide guidelines and precedents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to the Department of Justice for litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Retired records are accessed through the General Litigation Division by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for two years, then transferred to the General Services Administration where they will be destroyed after three additional years by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requesters must submit the following information: Name, Grade (if applicable); requester may visit the Office of The Judge Advocate General, General Litigation Division, Room 5E425, The Pentagon, Washington, DC. Requester must present valid identification card or driver's license.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigating officers, medical institutions, international organizations, witnesses, and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Exemptions claimed for the system:

None.

F110 JA B

System name:

110 JA B Invention, Patent Application, Application Security, and Patent Files.

System location:

At Headquarters United States Air Force, AF/JACP, Washington, DC 20324. At HQ USAF/JACPD Wright-Patterson Air Force Base, OH 45433; at HQ USAF/JACPB, 424 Trapelo Road, Waltham, MA 02154.

Categories of individuals covered by the system:

All military and civilian government inventors who have submitted an invention to the Air Force Patent Processing for or for a determination of government rights; all applicants for U.S. Patents; all Air Force contractor inventors; all non-government inventors who have submitted an invention to the Air Force for an evaluation toward patent processing at Air Force expense.

Categories of records in the system:

Correspondence, invention disclosures, search reports, drawings, technical literature, patents, technical reports, photographs, patent applications, patented files and the papers relating thereto including licenses, assignments, declarations, power of attorneys, amendments, patent office actions, notices of appeal, appeal briefs, examiner's answers, declaration of interferences, interference motions, among others; determination of rights, forms, secrecy orders, notices of recision, memorandums, legal opinions; security reviews, petitions to modify secrecy orders, petitions for foreign filing, petitions for rescinding secrecy orders, modifications of secrecy orders, foreign patent applications and related papers, permits, forms, rescinding orders.

Authority for maintenance of the system:

35 USC 181-185, Secrecy of Certain Inventions and Filing Applications in Foreign Countries; Pub.L. 96-517, December 12, 1980;

Executive Orders 10096 and 10930; 5 USC 4502, General provisions; 10 USC 1124, Cash awards for suggestions, inventions, or scientific achievements; Department of Defense Directive 5535.2, October 16, 1980; Mutual Security Act of 1954; NATO Intellectual Property Group Agreement, February 1980; 12 UST 43; TIAS 4672; 394 UNTS 3.

Purpose(s):

Used to support the filing and prosecution by the Air Force of Patent Applications on inventions disclosed by military and civilian personnel as well as subject inventions reported by contractors under Air Force research and development contracts for obtaining government patent protection; to permit the determination of the government rights and employee rights in employee inventions; to document and record the patent rights of the government obtained as a result of the Air Force contracting and patent prosecution effort; to enable the Air Force to administer Patent Secrecy Act; used by by the Air Force to evaluate inventions and patent inventions most importance mission; by the Air Force to recommend government employee invention and patent awards to their local incentive award boards; by the Air Force to document and record government patent rights.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system may be disclosed to the Commissioner of Patents and Trademarks for use in the determination of government and employee rights in employee inventions and for use in the administration of the Patent Secrecy Act; may be disclosed to the Armed Service Patent Advisory Board for use in the administration of the Patent Secrecy Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrievable by name of inventor, title of invention, invention number, serial number of U.S. patent application.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes, and controlled by personnel screening.

Retention and disposal:

Invention disclosures retained in office files for five years after evaluation completed, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 15 years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Patent application and patented files retained in office files for three years after cases abandoned or after issued into a patent, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 17 years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Licenses and assignments retained in office files for 20 years after executed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Security records on patent applications are retained in office files for three years after secrecy orders rescinded, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 9 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Chief Patents Division, Office of The Judge Advocate General, JACP; individual requesting information from records should supply full name, title of invention, Air Force invention number, if known, and serial number of U.S. Patent Application; requesting individual may visit Patents Division, Office of The Judge Advocate General, 1900 Half Street, SW, Washington, DC 20324 to obtain information about this records system; upon visit individual must present verification of identity as inventor of the invention, or invention covered by the patent application, about which information is requested, including full name, driver's license or other photo identity card.

Record access procedures:

Individual can obtain assistance in gaining access from Chief, Patents Division, Office of The Judge Advocate General, JACP, Washington, DC 20324.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from inventors; Air Force and government technical personnel; other government departments and agencies; Air Force contractors; U.S. Patent and Trademark Office; the work product of Air Force Patents Division, JACP, JACPD, JACPB; security reviews conducted by Department of Air Force personnel having military classification authority; owners of patent applications; foreign governments; Armed Services Patent Advisory Board; and Air Force Foreign Intelligence Personnel.

Exemptions claimed for the system:

None.

F110 JA C

System name:

110 JA C Judge Advocate Personnel Records.

System location:

At Office of The Judge Advocate General At Headquarters United States Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

All Air Force active duty judge advocates, Air Force Reserve mobilization augmentees attached to Headquarters USAF, Office of The Judge Advocate General, Air Force civilian attorneys employed in classification series GS-905 and GS-1222, active duty Air Force applicants for Funded Legal Education Program and Excess Leave Program, and civilian/military applicants for direct appointment program and other accession programs.

Categories of records in the system:

Educational background, certificate of admission to the bar, career management questionnaire, career objective statement, active duty and reassignment orders, correspondence relating to the individual, Military Personnel Center computer data, classification/on-the-job training actions, Judge Advocate General Reserve Personnel Questionnaire, Headquarters USAF active duty and attachment orders, training reports, authorizations for inactive duty training, civilian personal qualifications statement, notification of personnel actions, statement of good standing before the bar, transcript of law school record, statement of availability for Air Force civilian attorney vacancies, actions by Ad Hoc Selection Committee and Air Force Civilian Attorney Qualifying Committee, Judge Advocate interview, letter of acceptance from an American Bar Association accredited law school, application and agreement, LSDAS report, transcript of all undergraduate education, letters of recommendation.

Authority for maintenance of the system:

5 USC 3301, Civil service; generally; 10 USC 261, Reserve Components named; 806, Judge advocates and legal officers; 2004, Detail of commissioned officers of the military departments as students at law schools; 8072, Judge Advocate General: Appointment and duties; 62 Stat. 1014; Executive Order 10577.

Purpose(s):

Records are used by The Judge Advocate General, Deputy Judge Advocate General, Executive, and Career Management Personnel in evaluating and selecting judge advocates for specific assignments, training, and advanced education; mobilization augmentee records are also used by the Reserve Advisor to The Judge Advocate General, Division Chiefs, Office of The Judge Advocate General in monitoring and evaluating reservists training assignments and in preparing performance evaluations; civilian records are used by the Executive Secretary and members of Ad Hoc and Air Force Civilian Attorney Qualifying Committees in evaluating and selecting civilian attorneys for appointment to Air Force position vacancies and promotions; Funded Legal Education and Excess Leave Program records are used by The Judge Advocate General, Deputy Judge Advocate General, Career management personnel, and selection board members in monitoring, evaluating and selecting the best qualified applicants for the programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Judge Advocate Officer Personnel records and Funded Legal Education and Excess Leave Program records are retained in office files for three years after the individual terminates military service, or until no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Other records: Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Full name and SSN must be furnished. Visits may be made to HQ USAF/JAEC, Pentagon, Washington, DC 20330. Valid identification card, driver's license or equivalent must be presented.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers, educational institutions, automated system interfaces, state or local governments, source documents, and from Air Reserve Personnel Center.

Exemptions claimed for the system:

None.

F110 JA D

System name:

110 JA D Patent Infringement and Litigation Records.

System location:

Headquarters United States Air Force, AF/JACPI, Washington, DC 20324; Office of The Judge Advocate General Patents Division JACP, Washington, DC 20324; AF/JACPI, Wright-Patterson Air Force Base, Dayton, OH 45433.

Categories of individuals covered by the system:

All claimants or petitioners who have alleged unlicensed use of their patents by the Air Force or who have brought suit against the United States concerning patent, trademark or copyright matters related to the Department of the Air Force.

Categories of records in the system:

Letters; messages; forms; reports; contracts; bids; photographs; legal opinions; petitions; answers; discovery documents; memoranda; infringement studies; validity studies; procurement information; license agreements; other documents including but not limited to: Contract determinations, witness statements, and engineering and technical reports. Some records are under military classification.

Authority for maintenance of the system:

10 USC 2386, Copyrights, patents, designs; 22 USC 2356, Foreign Assistance, acquisition; 28 USC 1498, Patent and copyright cases; 35 USC 183, Right to compensation.

Purpose(s):

Purpose of the collection of information is to enable the United States and its officers and employees to investigate claims and/or defend the legal interests of the United States because of claims for compensation and litigation involving patent, trademark and copyright matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by other government departments and agencies to resolve claims for compensation involving patent, trade mark or copyright matters. Used by the Department of Justice and its officers and employees in the litigation of cases involving patent or copyright matters concerning the Department of the Air Force and in some instances the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrievable by name of claimant or litigant.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/ safes and controlled by personnel screening.

Retention and disposal:

Retained in office files for three years after end of year in which the case was closed, then retired to Washington National Records Center, Washington, D.C. 20409, for retention up to twelve years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information received from the individual, contractors, other government agencies, individual corporations (non-contractors) and from source documents.

Exemptions claimed for the system:

None.

F110 JA E

System name:

F110 JA E—Air Force Reserve Judge Advocate Personal Data

System location:

Headquarters United States Air Force, Office of the Judge Advocate General, Washington, DC 20330; at the office of the staff judge advocate at major commands and subordinate units, down to and including Air Force installations.

Categories of individuals covered by the system:

Air Force Reserve Judge Advocates (JAGs).

Categories of records in the system:

Personal and professional background information pertaining to individual JAGs.

Authority for maintenance of the system:

10 USC 8013, Secretary of the Air Force.

Purpose(s):

To verify training completion dates and personal and professional data used to prepare the JAG's Officer Effectiveness Report.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by the custodian of the record system and by persons responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force, Washington, D.C. 20330-5120.

Notification procedure:

Request from individuals should be addressed to the system manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are located in Air Force Regulation 12-35 (32 CFR 806b).

Record source categories:

Information supplied by the individual.

Exemptions claimed for the system:

None.

F111 AF JA A

System name:

111 AF JA A Automated Military Justice Analysis and Management System (AMJAMS).

System location:

Headquarters, of the United States Air Force, major commands and major subordinate commands.

Categories of individuals covered by the system:

All persons subject to the Uniform Code of Military Justice (UCMJ) (10 USC 802) who receive Article 15 punishment or against whom court-martial charges are preferred.

Categories of records in the system:

Article 15 records included personnel background information, nature of offenses involved, punishment imposed and results of appeals filed and subsequent actions taken affecting the punishment. Court-martial records include personnel background information, offenses charged, pretrial proceedings, results of trial or other disposition of case, sentence, action of convening authority and results of appellate review.

Authority for maintenance of the system:

10 USC 8072, Judge Advocate General: Appointment; Duties; and Articles 6(a), Judge Advocates and Legal Officers, and 67(g), Review by the Court of Miltiary Appeals; Uniform Code of Military Justice, 10 USC 806(a), 867(g).

Purpose(s):

Records are maintained in order to preserve an accurate statistical accounting of courts-martial and Article 15 activities for use in assisting The Judge Advocate General and Field Staff Judge Advocates in the management and administration of military justice, and for conducting statistical studies which measure disciplinary rates and trends and evaluate military justice involvement as it affects the quality of the force and the ability of the Air Force to carry out its mission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and on computer paper printouts.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in vaults or locked cabinets or rooms and controlled by personnel screening.

Retention and disposal:

Records are retained in active office files at HQ USAF and major air command levels for three years. Records at major air commands are then purged and destroyed by degaussing and those at HQ USAF are retired as permanent history at HQ Command/ACD, Bolling AFB, Washington, DC 20332.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force. Major Command Staff Judge Advocates.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Information required will be full name SSN unit of assignment and date of trial or imposition of Article 15 punishment. Requester may visit the Military Justice Division, Office of The Judge Advocate General, 1900 Half St., SW, Washington, DC 20324, and must present valid identification card or driver's license.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from automated system interfaces, and from records of trial by court-martial and Article 15 punishment actions.

Exemptions claimed for the system:

None.

F111 AF JA B

System name:

111 AF JA B Court-Martial and Article 15 Records.

System location:

At Headquarters United States Air Force, Washington, DC 20330. At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At Washington National Records Center, Washington DC 20409. At headquarters of the United States Air Force, major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All persons subject to the Uniform Code of Military Justice (UCMJ) (10 USC 802) who are tried by court-martial or upon whom Article 15 punishment is imposed.

Categories of records in the system:

Records of trial by court-martial and records of Article 15 punishment.

Authority for maintenance of the system:

10 USC 815(g), Commanding officer's non-judicial punishment; 854, Record of Trial; 865, Disposition of records after review by the convening authority.

Purpose(s):

Records of trial by court-martial are used for review by the appellate and other authorities. Portions of the record in every case are used in evaluating the individual's overall performance and inclusion in their military master personnel record; if conviction results, a record thereof can be introduced at a subsequent court-martial trial involving the same individual; also used as source documents for collection of statistical information. Article 15 records are used for review of legal sufficiency and action on appeals or applications for correction of military records filed before appropriate Air Force authorities; used to formulate responses to inquiries concerning individual cases made by the Congress, the President, the Department of Defense, the individual involved or other persons or agencies with a legitimate interest in the Article 15 action; used by Air Force personnel authorities in evaluating the individual's overall performance and inclusion in the individual's military master personnel record; may be used for introduction at a subsequent court-martial trial involving the same individual; used as source documents for collection of statistical information by The Judge Advocate General.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records of trial by courts-martial are used for review at all levels within DOD, military appellate courts, corrections and probation authorities, and the President. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Individual records may be transferred to other components within the Department of Defense, the Department of Justice, the Veteran's Administration, or state and federal courts for determination of rights and entitlements of individuals concerned or the government. The records may also be released to a governmental board or agency or health care professional society or organization if such record or document is needed to perform licensing or professional standards monitoring related to credentialed health care practitioners or licensed non-credentialed health care personnel who are or were members of the United States Air Force, and to medical institutions or organizations wherein such member has applied for or been granted authority or employment to provide health care services if such record or document is needed to assess the professional qualifications of such member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN), Military Service Number, or by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and person(s) who are properly screened and cleared for need-to-know. Records are stored in vaults and locked cabinets or rooms. Records are protected by guards, and controlled by personnel screening and by visitor registers.

Retention and disposal:

Court-martial records are retained in office files for two years following date of final action and then retired as permanent. All general and special court-martial records are retired to the Washington National Records Center, Washington, DC 20409. Article 15 records are retained in office files for one year or until no longer needed, whichever is sooner, and then retired as permanent. Summary courts-martial and Article 15 records are forwarded to the Air Force Military Personnel Center, Randolph AFB, TX 78148 and filed in the individual's master personnel record.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force. Staff Judge Advocate at all levels of command and the Military Personnel Records Division, Directorate of Personnel Data Systems, Air Force Military Personnel Center (AFMPC/DPMDR)

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Information required will be full name, SSN, service number if different than SSN, unit of assignment, date of trial and type of court, if known, or date punishment imposed in the case of Article 15 action. Requester may visit the Office of The Judge Advocate General, Forrestal Bldg, Washington, DC and must present valid identification card or driver's license.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from almost any source can be included if it is relevant and material to the Article 15 or court-martial proceedings.

Exemptions claimed for the system:

None.

F112 AF JA A

System name:

112 AF JA A Claims Administrative Management Program (CAMP).

System location:

Headquarters United States Air Force, Washington, DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

All military personnel and civilians filing administrative claims against the Air Force or against whom the Air Force has filed an administrative claim.

Categories of records in the system:

Individual claim record.

Authority for maintenance of the system:

10 USC 8012, Secretary of Air Force: Powers and duties; delegation by.

Purpose(s):

Used by The Judge Advocate General (JAG) for claims budgeting, management of claims processing to insure worldwide consistency, and establishment of manpower authorization based on claims workload. Used by the JAG and Department of Justice for verification that administrative action has been attempted before litigation action is initiated.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be referred to the Department of Justice for litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, on computer and computer output products, and microform.

Retrievability:

Filed by name or claim number.

Safeguards:

Records are accessed by custodian of the record system by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets and in vaults.

Retention and disposal:

At HQ USAF retained in office files for 10 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. At other than HQ USAF, retained in office files for five years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager, HQ USAF/JACC, 1900 Half Street, SW, Washington, DC 20324.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from claimants and government agencies involved.

Exemptions claimed for the system:

None.

F112 AF JA B

System name:

112 AF JA B Claims Records.

System location:

Headquarters United States Air Force, Washington, DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

All military personnel and civilians filing administrative claims against the Air Force or against whom the Air Force has filed an administrative claim.

Categories of records in the system:

Individual claim record.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties: delegation by.

Purpose(s):

To provide a legal basis for administrative payment, collection, or non-collection of claims for and against the government, by Judge Advocates and the Secretary of the Air Force; and when required, with the concurrence of the Justice Department; to provide evidence upon which suits at law can be defended or prosecuted by the Justice Department; to provide information upon which to reply to Congress or Congressional inquiries or to make reports to the General Accounting Office and Congress on legislative payment of claims; to effect management and collection of claims arising out of movement of household goods and effects, records are provided Air Force transportation officers, Air Force Finance officers, the General Accounting Office, the Interstate Commerce Commission and the individual carrier, warehouseman, or packer involved; to obtain medical opinions from the Office of The Surgeon General, USAF, upon which claims and litigation decisions can be made by Judge Advocates and the Justice Department; on request medical records are furnished to military personnel, dependants, retired personnel, or other individuals whose records are included in the claim file; Finance officers are also provided pertinent portions of any claim file forwarded for payment; a copy of the adjudicated claim is furnished upon request by the claimant for the purpose of submitting a tax return for a casualty loss or in support of a private relief bill; to provide evidence before the Court of Claims on legislative referral of private bill claims; when the Department of Defense is involved, claim files are provided to any agency of that department involved; claim files are submitted to foreign governments for adjudication under applicable status of forces agreements; documentary evidence may be furnished to foreign courts in connection with litigation involving the United States or its personnel; referral of claim files may be made to the Armed Forces Institute of Pathology or the Office of Special Investigations when appropriate; when required claim files may be referred to the Department of Labor with regard to employment and duty status; and to provide claim files to the legal staffs of the Armed Forces for the purpose of training of legal, paralegal and administrative personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to any of the non-DOD agencies listed above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Held one or two years depending upon claim then destroyed after four additional years at staging area; after agency action completed others are held one, three or five years then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

HQ USAF/JACC, 1900 Half Street, SW, Washington, D.C. 20324. Requests from individuals should be addressed to the System Manager. Full name, date of incident, date of claim, type of claim, claim number, location of incident; HQ USAF/JACC, 1900 Half Street, SW, Washington, D.C. 20324; drivers license, military ID, birth certificate or equivalent must be presented for personal visit.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager, HQ USAF/JACC, 1900 Half Street, SW, Washington, D.C. 20324.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions, police and investigating officers, the public media, bureaus of motor vehicles, state or local governments, witnesses, and source documents.

Exemptions claimed for the system:

None.

F120 AF IG A

System name:

120 A IG A Inspector General Records - Freedom of Information Act.

System location:

Office of the Inspectors General and Base Inspectors.

Categories of individuals covered by the system:

All those who have requested information from the Inspectors General or Base Inspectors under the Freedom of Information Act on matters related to the Department of the Air Force.

Categories of records in the system:

Reports, forms, letters, messages, witness statements and miscellaneous documents. Some records are classified.

Authority for maintenance of the system:

5 USC 552, Public information; agency rules, opinions, orders, records, and proceedings.

Purpose(s):

Information is collected to insure just, thorough, and timely resolution and response to complaints or queries, and a means of improving morale, welfare, and efficiency of organizations, units, and personnel by providing an outlet for redress. Used by the Inspectors General and Base Inspector in the resolution of complaints and response to queries involving the Department of the Air Force and in some instances the Department of Defense. Used by the correction board for the correction of records. Used by commanders and their staffs to resolve issues, take action and provide information where applicable. Used by the General Accounting Office and its officers and employees to conduct audits and other statutory functions. Used by those who request information releasable as a summary, statement of facts, or reply to query considered not exempt. In these cases, requester should apply to office where complaint was filed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to any of the non-DOD agencies listed above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN) and year and office where complaint was filed.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and locked cabinets or rooms and are controlled by personnel screening.

Retention and disposal:

Retained in files for five years then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Inspector General, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Request from individuals should be addressed to the office where the complaint or query was filed or to the Base Inspector.

Record access procedures:

Individual can obtain access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Records are obtained from the individual requester, witnesses, complainants, Department of the Air Force organizations, and agencies of Federal, state, or local governments, as applicable or appropriate, for processing the case.

Exemptions claimed for the system:

None.

F120 AF IG B

System name:

120 AF IG B Inspector General Records.

System location:

Office of the Inspectors General, Headquarters United States Air Force, Washington, DC 20330. Official mailing addresses are contained in the Department of Defense directory in the appendix to the Air Force systems notices.

Categories of individuals covered by the system:

All those who have registered a complaint or query with the Inspector General or Base Inspector on matters related to the Department of the Air Force.

Categories of records in the system:

Forms, letters, messages, reports, surveys, photographs, medical, finance, personnel, administrative and technical reports, and witness statements.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to insure just, thorough, and timely resolution and response to complaints or queries, and a means of improving morale, welfare, and efficiency of organizations, units, and personnel by providing an outlet for redress. Used by the Inspectors General and Base Inspectors in the resolution of complaints and responding to queries involving matters concerning the Department of the Air Force and in some instances the Department of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN) and year and office where complaint was filed.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and in locked cabinets or rooms, controlled by personnel screening.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Inspector General, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

See Exemption.

Record access procedures:

See Exemption.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(2). For additional information, contact the System Manager.

F123 AFISC A

System name:

123 AFISC A United States Air Force (USAF) Inspection Scheduling System.

System location:

Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

USAF Inspection and Safety Center (AFISC) personnel/augmentors.

Categories of records in the system:

Name, rank, SSN, security clearance, speciality code, duty and travel restrictions, inspection dates/types/locations, date of birth, office symbol, rotation date, title, address.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by.

Purpose(s):

Used to monitor and schedule AFISC inspection teams and efforts; publish official travel orders for safety and inspection personnel, and count AFISC mandays. This is trusted agent information; access is extremely limited and controlled when inspections are no-notice type. Portions are used to publish periodic rosters of all personnel assigned to AFISC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products, and on microfiche.

Retrievability:

Filed by name or by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes, locked cabinets or rooms, and controlled by personnel screening and controlled by computer system software.

Retention and disposal:

Retained for three years and then destroyed by tearing into pieces or erasing tapes/discs.

System manager(s) and address:

Office of Scheduling, Air Force Inspection and Safety Center, Norton AFB, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F124 AF A

System name:

124 AF A Counterintelligence Operations and Collection Records.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332. Headquarters of major commands and at all levels down to and including Air Force installations. Air Force Office of Special Investigations (AFOSI) field units. Washington National Records Center, Washington, DC 20409. Mailing addresses are in the Department of Defense directory which follows the Air Force's systems notices.

Categories of individuals covered by the system:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corp, State Department and the American Red Cross and other Department of Defense employees and contractors. Foreign Nationals residing in the US and abroad.

Categories of records in the system:

Reports of investigation, collection reports, statements of individuals, affidavits, correspondence, and other documentation pertaining to investigative effort spent in identifying and countering foreign intelligence and terrorist threat to the United States and the US military. This includes activities and suspected activities intended to convince US military and others to illegally engage in such activities. Also includes indicators of foreign military and political actions directed against the United States, its installations, personnel, and allies.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

Compiled for use in determining the hostile threat against the United States, its allies, their military and government. Used by USAF, other military commanders, and other responsible authorities in taking actions to counter these threats. Used by USAF Commanders to initiate other investigative, judicial, or administrative actions when appropriate. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions. Provided to the USAF Board for the Correction of Military Records for use in correcting individual military records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used representatives of the US Department of State, the Central Intelligence Agency (CIA), the staff of the National Security Council, and the Executive Branch. Used by civilian authorities in assessing the threat against the US, its installations, and personnel as well as its allies. Furnished to the CIA, FBI, and other intelligence/counterintelligence agencies for use in matters pertaining to hostile intelligence and terrorist activities directed against the US or its allies, their installations, or personnel. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Used by appropriate Medical and Forensic Laboratory personnel to assist in making laboratory tests and medical examinations in support of the investigative, judicial, and administrative process. Furnished to Defense and Trial Counsels for use in judicial and administrative actions. Provided to the US Secret Service for use in conjunction with protecting the President, Vice President, and other high ranking officials. Used in conjunction with Joint Counterintelligence Operations conducted by AFOSI and other intelligence/counterintelligence services. Information concerning hijacking or suspected hijacking of aircraft is furnished to the Federal Aviation Agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files, and on microfilm aperture cards.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults and in locked cabinets or rooms. Records are protected by security alarm systems.

Retention and disposal:

At AFOSI field units, counterintelligence (CI) and counterespionage operations reports are retained for one year after AFOSI is notified of command actions; collection reports are destroyed after one year. At HQ AFOSI, files pertaining to CI or counterespionage investigations are retained permanently. Files pertaining to defectors or refugees are retained for 25 years. Files pertaining to CI briefings are retained for 15 years. Record paper copies of CI collection reports are placed on microfilm aperature cards and the paper copy destroyed when aperature cards are determined adequate substitute. Microfilm aperature cards are destroyed after six years, or 25 years if they pertain to counterintelligence activities. CI investigations conducted for other agencies are retained for one year. Destruction is by pulping, macer.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ AIr Force Office of Special Investigations, Bolling AFB, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigation, Bolling Air Force Base, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F124 AF B

System name:

124 AF B Security and Related Investigative Records.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332; Headquarters of major commands and at all levels down to and including Air Force installations; and at Air Force Office of Special Investigations (AFOSI) field units. Washington National Records Center, Washington, DC 20409. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corps, State Department and the American Red Cross and other Department of Defense employees and contractors. Foreign Nationals residing in the US and abroad.

Categories of records in the system:

Reports of investigation, statements of individuals affidavits, correspondence, and other documentation pertaining to granting, continuing, or denying individual access to classified information or to US military installations.

Authority for maintenance of the system:

Executive Order 10450, Security Requirements for Government Employment, and 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

Compiled for the use of military security access granting authorities to grant, deny, or continue individual access to classified material. Also compiled for military commanders to use in granting access to military installations and to use in granting or denying enlistment, appointment, or employment. Since October 1972 and the establishment of the Defense Investigative Service (DIS), AFOSI has not conducted routine background investigations except in certain overseas areas in support of DIS. AFOSI conducts special security investigations on personnel requiring regular access to US military installations, on the prospective alien spouses of military personnel overseas and on USAF military and civilian employees as a result of complaints or referrals from other agencies. While these complaints may be short of actual criminality, they are of security interest to the USAF and they raise questions as to the suitability and risks of permitting continued access to classified material. Furnished to USAF and other military commanders for use in granting, denying, or continuing access to classified material. Also used by commanders in related administrative and judicial actions. Provided to the USAF Board for the Correction of Military Records for use in correcting military records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Furnished to Office of Personnel Management, Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), and other federal agencies for inclusion in background investigations for use in granting access to classified material and determining suitability for employment. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Furnished to the US Secret Service in conjunction with the protection of the President and Vice President, and other high ranking officials. Provided to the Veterans Administration for verification and settlement of individual claims. Furnished to the CIA, FBI, and other US intelligence/counterintelligence agencies in matters pertaining to host intelligence and terrorist activities directed against the US, its installations, or personnel. Used in conjunction with joint law enforcement investigations conducted by AFOSI and foreign law enforcement agencies. Investigations regarding aliens overseas are furnished to the US Department of State and US embassies and consulates for use in immigration and employment actions. Furnished to defense and trial counsels for use in judicial and administrative actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes and vaults. Records are controlled by personnel screening and protected by Security Alarms Systems.

Retention and disposal:

At AFOSI field units, all files are retained for 90 days. At HQ AFOSI files pertaining to security violations are retained permanently. Files containing Personnel Security Investigations conducted for DIS and other Federal agencies are retained for 90 days. Protective Service (PS) investigations including PS data provided to other agencies are retained for five years or when no longer needed, whichever occurs first. Files pertaining to terrorist activities are retained for 15 years. Premarital investigations which are unfavorable and the marriage takes place are retained for five years; premarital investigations which are unfavorable and the marriage does not take place are retained one year. All other premarital investigations are retained for one year. Destruction is by pulping, macerating, or burning.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (k)(5). For additional information, contact the System Manager.

F124 AF C

System name:

124 AF C Criminal Records.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332. Headquarters of major commands and at all levels down to and including Air Force installations. Air Force Office of Special Investigations (AFOSI) districts. AFOSI detachments. Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, an contracting officers and their represent their representatives, employees of the Peace Corp, State Department and the American Red Cross. Foreign Nationals residing in the US and abroad. Other Department of Defense employees and contractors, both current and former.

Categories of records in the system:

Reports of investigation, statements of individuals, correspondence, and other informational material pertaining to specific investigations of alleged violations of laws, regulations or directives.

Authority for maintenance of the system:

10 USC Chapter 47, Uniform Code of Military Justice and 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

Compiled for use by USAF and other military commanders and the US Department of Justice in taking judicial and administrative actions involving suspected criminal activity concerning DOD personnel, property, and procurement/disposal activities. Used by USAF and other military commanders to determine if legal or administrative action is warranted. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions for Air Force personnel only.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used in conjunction with joint law enforcement investigations conducted by AFOSI and foreign law enforcement agencies. Provided to the Central Intelligence Agency (CIA), the Federal Bureau of Investigation (FBI), and other counterintelligence/intelligence agencies in matters pertaining to hostile intelligence and terrorist activities directed against the US, its installations, or personnel. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Furnished to appropriate medical and forensic laboratory personnel to assist in making laboratory tests and medical examinations conducted in support of the investigative judicial, and administrative process. Furnished to defense and trial counsels for use in judicial and administrative actions. Provided to the US Secret Service in conjunction with the protection of the President, Vice President, and other designated high ranking officials. Provided to the Veterans Administration verification and settlement of individual claims. Criminal information affecting US diplomatic relations with foreign nations is provided to the Department of State and US embassies overseas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults and locked cabinets or rooms. Records are controlled by personnel screening and protected by security alarm system.

Retention and disposal:

Record copy at HQ AFOSI is retained for 15 years and for 90 days at AFOSI field units. Destruction is by pulping, macerating, or burning.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Notification procedure:

See Exemption.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F124 AF D

System name:

124 AF D Investigative Support Records.

System location:

Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332. Headquarters of major commands and at all levels down to and including Air Force installations. Air Force Office of Special Investigations (AFOSI) Field Units. Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Active duty, retired or former military personnel. Current, retired and former Air Force civilian employees. Applicants for enlistment or appointment. Air Force Academy Cadets, applicants and nominees. Dependents of military personnel. Current and former Armed Forces Exchange employees, union or association personnel, civilian contracting officers and their representatives, employees of the Peace Corps, State Department and the American Red Cross and Department of Defense employees and contractors. Foreign Nationals residing in the US and abroad.

Categories of records in the system:

Reports of investigation, collection reports, statements of individuals, affidavits, correspondence, and other documentation pertaining to criminal collection activities investigative surveys, technical, forensic, and other investigative support to criminal and counterintelligence investigations to include source control documentation and district indices.

Authority for maintenance of the system:

10 USC Chapter 47, Uniform Code of Military Justice and 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

Compiled for use by AFOSI and other military commanders in directing and supporting their criminal investigative, law enforcement, counterintelligence, and distinguished visitor protection programs. Used to assist in managing the AFOSI criminal and counterintelligence investigative program at the various USAF and US military installations worldwide. Furnished to USAF and other military commanders to assist in identifying areas of possible criminality and to assist in developing and managing the installation law enforcement program. Used to assist in managing the AFOSI source program. Used by USAF and other military commanders in managing installation crime prevention programs. Used by AFOSI to determine if, in fact, possible criminal activity requiring further specialized investigation is occurring in a specific area. Used as a basis for USAF and other authorized individuals to request AFOSI investigations. Used by USAF and other military commanders as well as Department of Justice officials to determine if judicial or administrative action is warranted. Used in joint investigations by AFOSI and foreign law enforcement agencies. Used to develop and manage the AFOSI Distinguished Visitor Protection Program. Used to develop and manage the AFOSI Investigative Survey Program for both appropriated and non-appropriated fund activities. Used to record technical investigative support provided to other investigative activities. Used to report forensic and polygraph support to other investigative activities. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions for Air Force personnel only.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used in immigration and naturalization investigations conducted by the US Immigration and Naturalization Service. Furnished to medical and forensic laboratory personnel to assist in making laboratory tests and medical examinations in support of the investigative, Judicial, and administrative process. Provided to the Central Intelligence Agency (CIA), FBI, and other counterintelligence/intelligence agencies in matters pertaining to hostile intelligence activities and terrorism directed against the us, its installations, personnel, and allies. Provided to the Veterans Administration for verification and settlement of individual claims. Criminal information affecting US diplomatic relations with foreign nations is provided to the Department of State and US embassies overseas. Furnished to the US Secret Service in conjunction with protection of the President, Vice President, and other high ranking officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, video and audio tape.

Retrievability:

Filed by name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes and vaults. Records are protected by security alarm system and controlled by personnel screening.

Retention and disposal:

Record paper copies at HQ AFOSI are retained under the same criteria assigned to the substantive case supported (criminal - 15 years; counterintelligence - permanent). At AFOSI field units, documentation is destroyed after 90 days for criminal or one year for counterintelligence cases, after command action is reported to HQ AFOSI or when no longer needed, whichever is sooner. Source control documentation at HQ AFOSI is destroyed after 15 years. At AFOSI field units, source documentation is destroyed one year after termination of source use. Copies furnished USAF Commanders are destroyed when all actions are completed and reported to AFOSI or when no longer needed. At HQ AFOSI, copies of reciprocal investigations conducted on request of a local, state or federal investigative agency in the US, or host country investigative agencies overseas, are destroyed after one year. Copies retained by AFOSI field units are destroyed after 90 days.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Washington, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (j)(2). For additional information, contact the System Manager.

F124 AFOSI A

System name:

124 AFOSI A Badge and Credentials.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332 and at Air Force Office of Special Investigations (AFOSI) District Offices. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All accredited AFOSI special agents.

Categories of records in the system:

Letters of authorization to issue badge and credentials, badge and credential receipts, badge listings, badge and credential inspection reports, punch card used to prepare badge listings and badge and credential number assigned to each AFOSI Special Agent.

Authority for maintenance of the system:

18 USC 499, Military naval or official passes; 506, Seals of departments or agencies; 701, Official badges, identification cards, other insignia, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

To issue and control the badge and credential assigned each AFOSI special agent. Used only by AFOSI to identify specifically to which special agent each badge and credentials is assigned, to provide for orderly five year update of credentials and to insure turn in of badge and credentials whenever accreditation is terminated.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

Retention and disposal:

Receipts are maintained at district level only during assignment of accredited special agent. When badge and credentials are turned in, records are then destroyed. At HQ AFOSI the receipts are retained for the entire period badge and credentials are issued to a specific special agent and destroyed when badge and credentials are returned to that unit. Badge listings and punch cards are destroyed when superseded.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is obtained from personnel records and issued badge.

Exemptions claimed for the system:

None.

F124 AFOSI B

System name:

124 AFOSI B Investigative Applicant Processing Records.

System location:

HQ Air Force Office of Special Investigations (AFOSI), Bolling Air Force Base, DC 20332 and Air Force Office of Special Investigations (AFOSI) District Offices, Detachment Offices, and Resident Agencies. Mailing addresses are in the Department of Defense directory in the appendix to the Air Forces systems notices.

Categories of individuals covered by the system:

All AFOSI personnel, allocations and applicants for AFOSI duty

Categories of records in the system:

Application documentation, School and College Ability Test results, results of the AFOSI applicant inquiry, and the personnel security investigation concerning the individual.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, and Air Force Regulation 23-18, Air Force Office of Special Investigations.

Purpose(s):

Compiled to assist in the selection and retention of AFOSI personnel. Used by the AFOSI Applicant Review Board and the Director of Personnel Management to select AFOSI investigative trainees and support personnel. Used by the Commander, AFOSI to reassign or retain AFOSI personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and are protected by security alarm systems.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Files on nonselected personnel are destroyed six months after selection process is terminated. Destruction is by pulping, macerating, or burning. Files at AFOSI field units are destroyed 90 days after completed action is forwarded to HQ AFOSI. Destruction is by pulping, macerating or burning.

System manager(s) and address:

Director, Plans, Programs and Resources (XP), HQ Air Force Office of Speciail Investigations, Bolling Air Force Base, DC 20332.

Notification procedure:

Requests from individuals should be addressed to Chief, Information Release Division (XPU), HQ Air Force Office of Special Investigation, Bolling Air Force Base, DC 20332.

Record access procedures:

Requests from individuals should be addressed to Chief, Freedom of Information/Privacy Acts Release Branch (DADF), HQ Air Force Office of Special Investigations, Bolling Air Force Base, DC 20332. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, an international organization, a corporation, witnesses, or source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Data is extracted from individual military or civilian personnel records.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (k)(5). For additional information, contact the System Manager.

F125 AF A

System name:

125 AF A Correction and Rehabilitation Records.

System location:

(1) Chief of Security Police at local installation where individual is assigned. (2) 3320th Correction and Rehabilitation Squadron, Lowry AFB, Denver, CO 80230 and subunits. Records may also be at: Headquarters, United States Air Force; National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118; or National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

(1) Individuals placed in confinement at an installation or federal prison as the result of criminal conviction. (2) Individuals placed in confinement or rehabilitation and assigned to the 3320th Correction and Rehabilitation Squadron, or any detachment of operating location.

Categories of records in the system:

Prisoner personnel records consisting of confinement orders, release orders, personal history records, medical examiners report, request and receipt for health and comfort supplies, recommendations for disciplinary action, inspection records, prisoner classification summaries and records pertaining to any clemency/parole actions. (1) Corrections officers records including personal deposit fund records and related documents, disciplinary books, correction facility blotters and visitor registers; requests for interview and evaluation reports; prisoner records consisting of daily strength records, and reports of escaped and returned from escaped prisoners. (2) Psychological or rehabilitation test records.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Regulation 125-18, Operation of Air Force Correction and Detention Facilities. (2) Air Force Regulation 125-23, Parole of Air Force Prisoners from Disciplinary Barracks.

Purpose(s):

To maintain a life file on the individual as a prisoner on an Air Force installation, or as an Air Force prisoner serving a sentence in a federal prison. The records are used to establish background for either disciplinary or good conduct action as well as general administration uses of the records concerning health and welfare of the individual, as well as clemency and parole actions. Historical records in microform are used as a research data base.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Any individual record or part thereof can be transferred to any component of the Department of Justice, as well as civilian agencies such as law enforcement agencies, or law firms as a basis for consideration of civil action either against or on behalf of the individual. Records will be returned to the originating installation for retention and disposition when authorized.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in card files, on computer and computer output products, in microform, and as photographs.

Retrievability:

(1) Filed by name, Social Security Number (SSN) and fingerprint classification. (2) Filed by name, Social Security Number (SSN) and unique 3320th CRS Arrival Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by visitor registers.

Retention and disposal:

(1) Depending on the type of record within the system, it is either destroyed after release of the prisoner, maintained for one year after the release of the individual, or retained in the files at the facility in which the individual was confined for two years, after which time the record is either destroyed or transferred to a staging area for two additional years, then either retired to the Washington National Records Center, Washington DC 20409, for permanent retention. Records pertaining to clemency/parole actions are retained for 5 years after final action. (2) After final disposition of prisoner or rehabilitee, the records is purged of extraneous material and microfiched. One copy is maintained by 3320th CRS, Program Development and Evaluation Branch for 20 years. The original is retired to the National Personnel Records Center, Military Personnel Records. The original hard copy is kept at the Program Development and Evaluation Branch for one years and destroyed. Duplicate copies of some documents are maintained at LTTC/JA for 1 year for individuals separated and for 2 years for people who are retained by the Air Force.

System manager(s) and address:

(1) Installation Chief of Security Police. (2) Commander, 3320th Correction and Rehabilitation Squadron, Lowry AFB, Denver CO 80230.

Notification procedure:

Requests from individuals should be addressed to the System Manager. (1) Installation Chief of Security Police, Installation Staff Judge Advocate Commander of unit to which individual was last assigned. (2) Commander, 3320th Correction and Rehabilitation Squadron. Records of clemency and parole actions are maintained by the Office of the Secretary of the Air Force Personnel Council and the Commandant USDB. Requesters should provide full name and proof of identity. When visiting, requester will be required to provide proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

(1) Financial and medical institutions, police and investigative officers, state or local government, witnesses or source documents. (2) Installation level confinement facilities, medical institutions, police and investigative officers, witnesses or source documents, court-martials, and court-martial reviews.

Exemptions claimed for the system:

None.

F125 AF SP A

System name:

125 AF SP A Air Force Policy Statement - Firearms Safety and Use of Force.

System location:

Kept by Commanders at each Air Force or military installation where Air Force personnel (including civilians) are or may be armed in performance of their duties. Some portions of this system may be kept in individual training records, employment records, firearm issue points, or by the individuals authorized to bear arms. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

All Air Force active duty military personnel. Air Force civilian employees. Air Force Reserve personnel. Air National Guard personnel. Who are authorized to bear firearms in performance of duties and personnel who store firearms in Air Force armories.

Categories of records in the system:

Documentation of authority for Air Force military personnel, civilian employees, contract security police and foreign nationals to bear firearms on an Air Force installation and contains personal identification data and documentation of authorization to bear firearms. Also includes a record of understanding and certification of same by individual regarding the constraints on the application of deadly force and the weapons safety requirements that must be adhered to by all personnel who bear firearms in the performance of duties.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Purpose is to provide certification of an individual's understanding of the constraints regarding the application of deadly force and the weapons safety requirements that must be adhered to by anyone who bears firearms in the performance of duties. Used by commanders as evidence that the individual has certified his knowledge of constraint on the application of deadly force and necessary firearms safety requirements. Purpose of the system is to identify civilian employees who can legally bear firearms on Air Force installations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Posted on bulletin boards to be seen by personnel issuing firearms.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

May be retained in office files for two years after annual cutoff, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Force Office of Security Police. At decentralized locations, commanders of the appropriate installation.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Civilian Personnel Manager at any Air Force installation. When requesting information, the requester should include full name, and some proof of identity such as date of birth. During a visit, identity must be proven by means of a valid drivers license or identification card.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as reports or from military and civilian Personnel Records.

Exemptions claimed for the system:

None.

F125 AF SP B

System name:

125 AF SP B Complaint/Incident Reports.

System location:

Kept by the Chief of Security Police at the installation where an individual becomes involved in an incident or complaint, and by the Chief of Security Police at the installation where an individual is assigned if the incident occurs at a different location. Information copies of a report are kept at the individual's organization and other organizations which have an interest in a particular incident. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' systems notices.

Categories of individuals covered by the system:

Persons who become involved in complaints or incidents on Air Force installations or Air Force active duty personnel who become involved in incidents regardless of the location.

Categories of records in the system:

Includes the incident or complaint report, statements by the subject or witness, information on seized or acquired property, if applicable, copies of forms referring cases to other agencies for final disposition, and other forms or reports required to complete basic report. Also includes an individual incident reference record.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to record information on individual involvement in incidents or criminal activity. Reports are used to provide information to the appropriate individual within an organization who insures corrective action is taken.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in locked cabinets or rooms.

Retention and disposal:

Individual incident records are retained in the office of the Chief of Security Police and destroyed three years after close of year in which last entry was made. Destroyed by tearing into pieces. Incident and complaint reports and parts thereto are retained in office files for one year after annual cutoff, transferred to a staging area for two years, and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Information copies at interested agencies are destroyed one year after annual cutoff by tearing into pieces.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

Notification procedure:

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter must be notarized. For a personal visit, individual must have a military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigation officers, witnesses and from persons registering complaints or who become victims of a crime.

Exemptions claimed for the system:

None.

F125 AF SP D

System name:

125 AF SP D Field Interview Card.

System location:

Air Force installations.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees, Air Force Reserve personnel, dependents of military personnel, and civilians not affiliated with DOD.

Categories of records in the system:

Field interview card which contains name, address, telephone number, physical description, age, date of birth, description of clothing worn, if an automobile is involved, the make, year, decal number license and style and color.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Purpose of system is to obtain and record information on the presence of individuals in a given location at specific time and date. Information is used by the Chief of Security Police and Security Police investigators at base level as an investigative tool in the identification of crime suspects and witnesses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, and locked cabinets or rooms and are controlled by personnel screening.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117 and Chief of Security Police at base concerned.

Notification procedure:

Requests should be addressed to Chief of Security Police at base concerned required information from individual will be name and address. Requester may visit the office of the Chief of Security Police at base concerned and must provide a current military identification card, or civilian identification card or driver's license.

Record access procedures:

Individuals can be notified by contacting the Chief of Security Police at the base concerned.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Source of information is individual interviewed, witnesses and interviewing security policemen.

Exemptions claimed for the system:

None.

F125 AF SP E

System name:

125 AF SP E—Security Police Automated System (SPAS).

System location:

Active Duty Security Police Activities, Air Force Reserve Security Police Units and Air National Guard Security Police Activities. Official mailing addresses are in the Air Force address directory in AFP 12-36, attachment 3.

Categories of individuals covered by the system:

All military and civilian security police personnel. All military and civilian personnel who register privately owned vehicles or weapons on Air Force installations. All military and civilian personnel who are issued restricted or controlled area passes by a security police activity. All military and civilian personnel who possess an individual incident reference and/or drivers record. All military and civilian personnel who possess an Air Force security clearance. All military and civilian personnel who: Are issued traffic citations, are involved in criminal acts or incidents which generate an incident report or are involved in motor vehicle accidents on Air Force installations. All military and civilian personnel who are prohibited from entering an Air Force installation.

Categories of records in the system:

Files containing: (1) Security police and security police augmenter identification data such as name, grade, social security number, address and phone number; (2) security police and security police augmenter qualification data such as security clearance, personnel Reliability Program status, weapon qualifications, quality control certification and training data; (3) security clearance data on all military and civilian personnel who possess an Air Force security clearance; (4) documentation used to request identification or entry credentials, information reports on the loss, theft or destruction of said credentials, certain types of entry authority listings and various accountability records; (5) individual records which reflect historical involvement in incidents which require a police report on all military and civilian personnel; (6) records that reflect traffic penalty point accumulation as a result of driving infractions on all military and civilian personnel; (7) documentation used to register privately owned vehicles and weapons for all military and civilian personnel; (8) documentation used to identify all military and civilian personnel who have been prohibited from entering Air Force installations; and (9) includes a chronology of an investigation being conducted, data on sources of information, information on investigation techniques, and records concerning seized property.

Authority for maintenance of the system:

10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; Data Project Directive (DPD) DSC-P76-99 dated March 5, 1984; and Executive Order 9397.

Purpose(s):

Personnel records are used by security police managers to track and monitor availability and qualification of personnel assigned or attached to security police activities. Vehicle and weapon registration records are used by security police personnel to monitor vehicles and weapons registered on Air Force installations. Incident and traffic records are used by commanders to identify repeat offenders. Security clearance records are used by security police and commanders to determine eligibility for access to classified information. Identification and entry authority records are used by security police personnel for issuing identification cards and restricted by controlled area badges and for accountability of various controlled forms used in the process. Barment records are used by security police installation entry controllers to identify personnel who are prohibited from entering the installation. Investigation records are used by security police investigators to assist in the investigation of a criminal act or incident.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record from this system may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records in this system are maintained manually (paper files), automated (in computer, on hard disks, floppy diskettes or tape backups), and in combination when deemed necessary.

Retrievability:

Records in this system are retrieved from manual storage by name and from automated storage by name or social security number.

Safeguards:

Records are accessed by persons responsible for servicing the record system in performance of their official duties. Personnel are thoroughly screened for need-to-know. Records are maintained/stored on computer hard disks (backup copies are maintained on floppy diskettes or tape media) and/or in secure file containers and in locked cabinets or rooms.

Retention and disposal:

Files for security police and security police augmenter personnel are destroyed when superseded or upon reassignment or separation from the security police activity. Accountability records are destroyed five years after issue of the last controlled form or the last energy on the accountability log. Incident reports are destroyed three years after last entry or forwarded to gaining installations upon reassignment of the individual. Traffic records are destroyed one year after last entry or forwarded to gaining installations upon reassignment of the individual. Motor vehicle accident records are destroyed three months after posting or forfeiture of collateral. Barred personnel records are destroyed three years after removal from the list. Investigation reports are retained in office for one year after annual cutoff, transferred to a staging area for two years and then destroyed. Records stored in a computer, on a hard disk, a floppy diskette or tape media, are destroyed by deleting them from the file. Paper records are destroyed by tearing them into pieces, shredding, pulping or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117-6001 and Chiefs of Security Police at each security police activity.

Notification procedure:

The Chiefs of Security Police at each appropriate security police activity should be contacted for information relative to records maintained in this system. Information relating to police records will be coordinated through local Staff Judge Advocate offices before release. When requesting information in writing, the individual must include full name, social security number, military status, full home address with complete zip codes, and the letter must be notarized. If an individual requests information in person, that individual must present a military identification card, if applicable, a valid drivers license, or other requested proof of identity.

Record access procedures:

Individuals may obtain assistance in gaining access to their records from the system manager at the appropriate security police activity. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation.

Record source categories:

Information on security police and security police augmenter personnel is extracted from computer printouts, unit personnel records, the unit commander, supervisors, and the individual. Other information is extracted from incident reports, traffic tickets, registration forms and applications prepared by the individual.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(j)(2). For additional information, contact the System Manager. The exemption rule is published in Air Force Regulation 12-35 (32 CFR Part 806b).

F125 AF SP F

System name:

125 AF SP F Notification Letters to Persons Barred From Entry to Air Force Installations.

System location:

Chief of Security Police at the installation where an individual is barred entry. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces' systems notices.

Categories of individuals covered by the system:

Persons prohibited from entering US military installations for cause.

Categories of records in the system:

Copies of the letters to the individuals barring them from entry to a particular installation.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Record provides a list of personnel who have been barred from entry to the installation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders and in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and protected by guards.

Retention and disposal:

Retained for three years after removal from barred list; then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

Notification procedure:

Contact the installation Chief of Security Police for information. Individual should include full name, Social Security Number, and home address. During a personal visit individual must provide a valid driver's license or other appropriate proof of identity.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigating officers.

Exemptions claimed for the system:

None.

F125 AF SP G

System name:

125 AF SP G Pickup or Restriction Order.

System location:

Chief of Security Police at those installations where the order was issued. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

Any Air Force member whose actions result in the unit commander issuing a pickup or restriction order. Some examples of actions that warrant an order being issued include AWOL, suspicion of an offense, etc.

Categories of records in the system:

The record provides a complete physical description of the individual as well as his name, rank, Social Security Number, organization and date of birth. It also includes the reason for the order being issued.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

The purpose of the record is to document the identity of a member of the Armed Forces whose actions justify the picking up or restriction of the member by his unit commander. The record is used as a notification bulletin for the pickup or restriction by Security Police until disposition is made by the member's unit commander.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be provided to other law enforcement agencies to assist in pickup of individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, visible file binders/cabinets and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and protected by guards.

Retention and disposal:

Record is retained until member is picked up or until the order is cancelled by the issuing authority, at which time all copies are destroyed by tearing into pieces, shredding, pulping or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. The Installation Chief of Security Police

Notification procedure:

Requests should be addressed to the Chief of Security Police at the installation where the order was issued or to the member's unit commander at that installation. Visitors requesting information must provide proof of identity (e.g., identification card, or drivers license).

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigating officers, from witnesses and from source documents such as reports.

Exemptions claimed for the system:

None.

F125 AF SP H

System name:

125 AF SP H Provisional Pass.

System location:

Chief of Security Police at those installations where the pass was issued to the individual, as well as the unit commander at the members final destination. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

This form is issued to any enlisted member of the Armed Forces when delays might result in failure to report to proper station within the time limit specified in orders or pass; or when a pass has expired or the individual does not have a pass or leave orders or leave orders.

Categories of records in the system:

A written pass provided to the member to enable him or her to travel legally without any restriction; contains name, rank, SSN of member and unit.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Purpose of the record is to document the travel of a member who is without a regular pass or orders are not available. Use of the record by Security Police to notify the member's commander that he or she is travelling to a specific destination; may be used for follow-up on individuals travelling without regular passes or leave orders if the member does not arrive at the final destination within specified time limit. The original copy is given to the individual, the second copy is forwarded to the individual's unit commander, and the third copy is maintained at the issuing Chief of Security Police's office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, visible file binders/cabinets and in card files.

Retrievability:

Filed by name and SSN.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

The original and duplicate copies are retained for 90 days after date of issue and then destroyed by tearing into pieces, shredding, macerating, pulping, or burning. The member's copy is destroyed when the member reports to final destination.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. The Chief of Security at the issuing installation or the unit commander at the member's final destination.

Notification procedure:

Individual requests should be addressed to the Chief of Security Police at the issuing installation or the unit commander at the member's final destination. Visitors making requests must provide proof of identity (e.g., identification card, or drivers license).

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigating officers, witnesses and source documents such as reports.

Exemptions claimed for the system:

None.

F125 AF SP I

System name:

125 AF SP I Registration Records (Excluding Private Vehicle Records).

System location:

Chief of Security Police at the installation where an individual registers personal property. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notices.

Categories of individuals covered by the system:

Persons who register firearms, pets, certain types of personal property, bicycles, etc.

Categories of records in the system:

Registration forms for each particular item registered with the Security Police activity.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to record information on make, model, type, kind, etc., of property. Information is used to identify lost or stolen property and to insure proper control of privately owned firearms maintained on an Air Force installation. The firearm registration form is also used to maintain accountability (logging weapons in/out) of privately owned firearms stored in government firearm storage facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and locked cabinets or rooms.

Retention and disposal:

Records are kept in the Office of the Chief of Security Police for one year after departure of owner and then destroyed by tearing into pieces.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Installation Chief of Security Police.

Notification procedure:

Contact the Installation Chief of Security Police for information. When requesting information in writing, individual should include full name, Social Security Number, military status, and home address.

During a personal visit, individuals will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Contact the Chief of Security Police at the appropriate installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from individual.

Exemptions claimed for the system:

None.

F125 AF SP J

System name:

125 AF SP J Serious Incident Reports.

System location:

Chief of Security Police at an installation where a crime or serious incident occurred or where an Air Force member, employee or dependents became involved in a crime or serious incident regardless of location. Reports are forwarded through the different levels of command to the appropriate Major Command Headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces' system notices.

Categories of individuals covered by the system:

Persons who become involved in crimes or serious incidents on Air Force installations or Air Force personnel and dependents who become involved in these incidents regardless of the location.

Categories of records in the system:

Information on the particular incident, and identification of persons involved to include information on final disposition of the crime or incident.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and Chapter 47 - Uniform Code of Military Justice.

Purpose(s):

Used to report crimes or incidents which may evoke command or congressional interest or may result in unfavorable publicity to the Air Force. Also used to develop statistics, rates, and trends of certain crimes which occur on Air Force installations. May be used to evaluate command discipline rates, personnel quality control, and to monitor various drug and alcohol abuse programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to staging area for two additional years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117. Major Command Chief of Security Police and Installation Chief of Security Police.

Notification procedure:

Contact the appropriate installation or Major Command Chief of Security Police. When requesting information in writing, individual should include full name, Social Security Number, military status, and home address. During a personal visit, individual will be required to produce military ID, if applicable, a valid driver's license or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices. Contact the Chief of Security Police at the appropriate installation or Major Command Headquarters.

Contesting record procedures:

The Air Force's rule for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions. Information obtained from police and investigating officers. Information obtained from the public media. Information obtained from a state or local government. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Exemptions claimed for the system:

None.

F125 AF SP K

System name:

125 AF SP K Vehicle Administration Records.

System location:

Chief of Security Police at the installation where an individual registers or frequently operates a vehicle. Information copies of some portions of this system may be kept at an individual's assigned unit. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

Persons who frequently drive or register vehicles on an Air Force installation.

Categories of records in the system:

Vehicle registration records, driver records, letters of suspension or revocation as applicable, and forms or letters which are necessary in the vehicle administration program for driver improvement actions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Power and duties; delegation by.

Purpose(s):

Used to record an individual's statement of understanding on financial responsibilities with regard to operation of a vehicle on an Air Force installation. Driver records are maintained to record information about motor vehicle accidents and moving traffic violations that are used to provide for traffic point assessment, suspension, or revocation, or other driver improvement actions affecting driving privileges on Air Force installations.

Note. In the State of Alaska, the system is also used to ensure that individuals comply with state law pertaining to the Alaskan Emission Inspection Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to state or local law enforcement agencies or to motor vehicle bureaus.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files and and on computer and computer output products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and maintained on computer and computer output products. Manual records are stored in locked cabinets or rooms. Automated records are controlled by computer system software.

Retention and disposal:

Private vehicle registration documentation is destroyed after departure of the registrant to a new duty station, upon termination of an individual vehicle registration, or at the end of the particular registration period. Driver records on employees are transferred to gaining installations when an individual is reassigned or transferred. These are destroyed on permanent separation from active service, termination of employment, or upon deletion of all entries. Destruction of these forms is done by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117.

Notification procedure:

Contact the installation Chief of Security Police for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter must be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Contact the Chief of Security Police at the appropriate installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigating officers and from the bureau of motor vehicles.

Exemptions claimed for the system:

None.

F125 AF SP L

System name:

125 AF SP L Traffic Accident and Violation Reports.

System location:

Chief of Security Police at the installation where an individual becomes involved in a traffic violation or accident. Information copies of traffic accident reports are kept at the Ground Safety, Staff Judge Advocate, and Transportation offices (when a government vehicle is involved). Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

Persons who become involved in traffic violations or accidents on an Air Force installation.

Categories of records in the system:

Traffic accident investigation report, statement of witnesses, alcohol influence reports, and reports of traffic violations to include notices or summons.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and DODI 1000.19, Mishap Investigation, Reporting and Recordkeeping; DODI 6055.4, Department of Defense Traffic Safety Program and AFRs 125-3, Security Police Handbook and 125-14, Motor Vehicle Traffic Supervision.

Purpose(s):

Used to record information on traffic accidents and violations. Reports are forwarded to the appropriate individual within an organization who insures corrective action is taken, or to US Magistrate as applicable.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or statistical use. Additionally, accident reports may be provided to private attorneys, representatives of insurance companies and private citizens.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files and on computers and computer output products, magnetic media and printouts.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and maintained on computer and computer output products. Manual records are stored in locked cabinets or rooms. Automated records are controlled by computer system software.

Retention and disposal:

Retain in the office of record. Destroy after two years by tearing into pieces, shredding, pulping, macerating, or burning. DD Form 1805, Violation Notice, will be destroyed according to instructions of the US District Court.

System manager(s) and address:

Air Force Office of Security Police, Kirtland Air Force Base, NM 87117.

Notification procedure:

Contact the Installation Chief of Security Police for information. When requesting information in writing, individual should include full name, Social Security Number, military status, home address, and the letter will be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Contact the Chief of Security Police at the appropriate installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from police and investigating officers and from witnesses.

Exemptions claimed for the system:

None.

F125 AFSC A

System name:

125 AFSC A AFSC Badge and Vehicle Control Records.

System location:

Headquarters Air Force Systems Command (HQ AFSC/SIRS and HQ AFSC/SP), Andrews AFB, MD 20334-5000; AFSC bases.

Categories of individuals covered by the system:

AFSC military and civilian personnel and visitors to AFSC headquarters and installations.

Categories of records in the system:

Badge and vehicle control records to include name; home address; home telephone; citizenship; grade or rank; SSN; clearance level; company employed by; military address; vehicle state license tag data; vehicle make, year, type and color; decal number; revoked license status.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Badge records are used to record building/area entry credential information, including information on the loss or theft of these credentials. Motor vehicle records are used to identify vehicles parked in an unsafe manner, enforce vehicle flow plan, notify owners in case of evacuation and maintain effective security plan.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computers and computer output products, and in paper form.

Retrievability:

Records are retrieved by SSN.

Safeguards:

Records are accessed by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets, locked rooms, or buildings with controlled entry. Computer records are controlled by computer system software.

Retention and disposal:

Badge records are destroyed immediately after badge is permanently surrendered or confiscated. Vehicle records are destroyed immediately after termination of registration.

System manager(s) and address:

Hq AFSC/SP, Andrews AFB, MD 20334-5000 for HQ AFSC, or Chief of Security Police for AFSC installations.

Notification procedure:

Requests from individuals should be addressed to the system manager.

Record access procedures:

Individuals may gain access from the system manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from individuals and from automated system interface.

Exemptions claimed for the system:

None.

F125 ATC A

System name:

125 ATC A Behavioral Automated Research System (BARS).

System location:

3320 Retraining Group/RGP, Lowry Air Force Base, CO 80230.

Categories of individuals covered by the system:

Air Force prisoners who serve sentences to confinement at 3320 Retraining Group and 3415 Special Training Squadron Students.

Categories of records in the system:

Intelligence quotient achievement scores, significant dates, psychological tests, military history, discipline involvement, military justice data, performance rating, type of discharge.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 125-18, Operation of Air Force Correction and Detention Facilities.

Purpose(s):

Retraining Group staff and approved researchers for statistical analysis, improve program, screen potential offenders.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for 20 years and destroyed by tearing, macerating, pulping, shredding, burning or degaussing.

System manager(s) and address:

Commander, 3320 Retraining Group/RGP, Lowry Air Force Base, CO 80230.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Name and SSN required for visits to the 3320th Retraining Group (RGP).

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

FBI and military records, supervisors, commanders, lawyers, doctors, chaplains, other USAF officials, American Red Cross.

Exemptions claimed for the system:

None.

F127 AFISC A

System name:

127 AFISC A Safety Education File.

System location:

Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

United States Air Force (USAF) personnel who have received safety training.

Categories of records in the system:

Name, rank, SSN, command of assignment, address, safety course name, class number. Individual training records, letters, memoranda, messages and other material pertaining to training.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to identify and provide a record of USAF personnel who have received formal safety training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on computer and computer output products.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening, stored in locked cabinets or rooms and controlled by visitor registers.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning or by erasing computer tapes.

System manager(s) and address:

Director of Aerospace Safety, Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational institutions.

Exemptions claimed for the system:

None.

F160 AF SG A

System name:

160 AF SG A USAF Hearing Conservation Record System.

System location:

Air Force hospitals, medical centers and clinics; USAF Occupational and Environmental Health Laboratory (OEHL), Brooks Air Force Base, TX 78235.

Categories of individuals covered by the system:

All Air Force military or civilian employees who are entered in the Hearing Conservation Program due to working in noise hazard areas.

Categories of records in the system:

DD Forms 2215 and 2216 which documents name; Social Security Number; military grade or rank, or Civil Service grade; date of birth; sex; USAF specialty or job code; the organization to which the individual is assigned complete with address and duty phone number; whether military or civilian; time, day of week, date of audiometric test; hours since last noise exposure; whether hearing protection was used during last noise exposures, whether ear problem existed at time of test, type of audiometer used, i.e., manual or automatic, date of last audiometer calibration, hearing threshold levels for 500, 1000, 2000, 3000, 4000 and 6000Hz frequencies in each ear including results of current audiometric examination, his reference or initial examination and any shift between these two examinations in each ear; whether or not earplugs were issued at time of audiometric examination or have been previously issued; type of earplug and size for each ear; if noise ear muff issued; if individual wears glasses; any pertinent remarks relative to the individual, noise exposure, hearing, etc.; and the audiometric examiner's name, Air Force Specialty Code, Social Security Number, and office symbol. File also contains information on AF Form 1621, Evaluation of Individual Noise Exposure, which is used to document data and observations relating to an individual's exposure to occupational noise and an AF Form 1672, Hearing Conservation Diagnostic Center Referral, which contains follow-up audiometric examination data similar to that in DD Forms 2215 and 2216.

Authority for maintenance of the system:

29 CFR 1910.95, Occupational Safety and Health Standards, Pub. L. 91-596, The Occupational Safety and Health Act; Executive Order 12196, the Occupational Safety and Health Program for Federal Employees, as implemented by Air Force Regulation (AFR) 161-35, Hazardous Noise Exposure.

Purpose(s):

Used by USAF Occupational and Environmental Health Laboratory (OEHL) to provide continuing review of the Air Force Hearing Conservation Program by updating damage-risk criteria, modifying monitoring audiometry program procedures, validating personnel disposition procedures relating to occupationally induced hearing losses, evaluating hearing protective devices and procedures, at the specific request of a USAF Medical Facility to provide an historical record of the results of an individual's monitoring audiometric test results. Also used by USAF School of Aerospace Medicine for Research Associated with noise induced hearing losses. Used by base Medical Personnel to monitor employees health status for occupational health programs, to use in formulating recommendations to supervisors on requirements to remove individual from further exposure, to determine need for investigation of workplace environment for abnormal exposure conditions. Used by supervisors to determine whether employee can continue to work in the exposure situation, to determine relative risk of various work tasks, to improve safety of noise exposure procedures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by Bureau of Employees Compensation for Information relating to individuals' claims relating to occupationally induced hearing losses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on computer magnetic tapes.

Retrievability:

Filed by name, Social Security Number (SSN), date of birth, and Air Force Specialty Code/Job Code.

Safeguards:

Records are accessed by commanders of medical centers and hospitals, by custodian of the record system, and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by computer system software.

Retention and disposal:

At Occupational and Environmental Health Laboratory (OEHL), retained in computer until no longer needed; at bases, retained as part of medical record for fifty years after date of latest document, then destroyed.

System manager(s) and address:

Air Force Medical Service Center, Aerospace Medical Consultants Division, Directorate of Professional Services (HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235).

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F160 AF SG B

System name:

160 AF SG B Medical Professional Staffing Records.

System location:

At Air Force medical centers, hospitals, and clinics; all health facilities where graduate health education programs are conducted; reserve NAFs/Surgeon's Office; reserve tactical hospitals/clinics, reserve MSES, and reserve AAG medical elements.

Categories of individuals covered by the system:

Practitioners, who are, or have been, members of the USAF Medical Service or Civil Service Employees (including civilian consultants who engage in direct patient care) and who are assigned to, employed by, or practice in the Air Force medical facility for the purpose of providing health services for eligible beneficiaries; United States Air Force Medical Service personnel pursuing graduate health education programs.

Categories of records in the system:

(1) Credential review files: Contains curriculum vitae, list of approved privileges, copies of diplomas and certificates, records of continuing health education training, letters of evaluation, summaries of special activities or other information, including malpractice claims reports, furnished or solicited in order to fully evaluate the professional qualifications of individuals, and the records of any actions taken on the individual's credentials. (2) Health education records: Applications for training, training reports, Faculty Board reports, photograph or negative, and personnel documents related to training.

Authority for maintenance of the system:

10 USC Chapter 55, Medical and Dental Care; 8067(f) Designation: Officers to perform certain professional functions; 8207, Regular Air Force: Commissioned officers on active duty; medical specialists, as implemented by Air Force Regulation (AFR) 168-13, Quality Assurance in the Air Force Medical Service.

Purpose(s):

The information contained in credential review files is used to award inpatient and ambulatory clinical privileges to all categories of health practitioners. Health education records are used to permit evaluations of individuals in training, by program directors, in managing the individual in training; by the record maintenance personnel, to document changes to the individual's pesonnel record maintained by the servicing Consolidated Base Personnel Office (CBPO).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. The information may also be released to a governmental board or agency or health care professional society or organization if such record of document is needed to perform licensing or professional standards monitoring related to health care practitioners who are or were formerly members or employees of the Armed Forces, and to medical institutions or organizations wherein such member or employee has applied for or been granted authority or employment to provide health care services if such record or document is needed to assess the professional qualifications of such member or employee.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties; by commanders of USAF medical centers hospitals and clinics (credential review files); by program directors, trainees and personnel managers with the need to know (health education records).

Retention and disposal:

(1) Credential review files are retained in the office files of the medical facility the practitioner is assigned or employed. Following separation, resignation, or retirement, the files are retained at the location of the last duty assignment for a period of 3 years and then are destroyed. (2) Health education files are retained by the director of health education until training is completed, files are then kept by the health facility for 30 years and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; if facility is deactivated, the records are retired to the Washington National Records Center, Washington, DC 20409 to be retained until the 30-year period has expired at which time they will be destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, United States Air Force; Commanders of medical centers, hospitals, clinics. For health education records, individuals should give full name, military status, Social Security Number, when they entered training and completed training, and what corps within the medical service they are a member. Individuals may visit either the health facility maintaining the records or the Office of the Surgeon, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX to learn if the record system contains their records. When visiting either of these locations, the individual must provide a valid drivers license or equivalent identification containing a photograph to establish identity.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procederes:

For credential review files, individual may obtain assistance in gaining access from the System Manager. For health education records, individual may obtain assistance by writing or presenting themselves in person to the health facility where the records are maintained. Official mailing addresses are in the Department of the Air Force Directory in the appendix to the Department of the Air Force system notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Credential review files: Basic information submitted by the practitioner. Additional information may be solicited from other sources in order to permit the credentials committee to best judge the capabilities of the practitioner. Health education records: Previous employer, educational institutions, master personnel record, information provided by the individual concerned.

Exemptions claimed for the system:

None.

F160 AF SG C

System name:

160 AF SG C Medical Treatment Facility Tumor Registry.

System location:

Air Force medical centers, hospitals, and clinics.

Categories of individuals covered by the system:

All individuals who were diagnosed as having or were treated for cancer in an armed forces medical treatment facility.

Categories of records in the system:

Files contain summaries of treatment provided cancer patients, to include tumor board evaluations, comprehensive chronological summaries of care rendered, a locator system, suspense files for required follow-up treatment and/or evaluation.

Authority for maintenance of the system:

10 USC Chapter 55, Medical and Dental Care.

Purpose(s):

Used by the military departments for clinical and statistical analysis of designated medical and dental cases, their treatment and results. The files serve as the repository of clinical information relating to individuals evaluated and/or treated in Air Force medical facilities. It is used to conduct statistical analysis and to provide clinical information to other federal medical services, scientific institutions and qualified members of the medical and dental professions (information identifiable by name is released only with permission of the patient). Information is used by the medical facilities to promote education programs and to develop statistics designed to be used as a basis for developing improved diagnostic and therapeutic standards. Used by the individual physician or scientist to develop and write professional papers, and is used by hospital tumor registries to update their case records as to status and quality of survival of individual patients.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be provided to other hospital tumor registries, physicians, scientific institutions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, on computer and computer paper printouts, roll microfilm or microfiche.

Retrievability:

Filed by name or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by computer system software.

Retention and disposal:

Records located at medical facilities are retained in the office files until inactivation of the tumor board or the facility, then forwarded to facility assuming patient responsibility.

System manager(s) and address:

Commanders of armed forces medical facilities.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requests must include full name, Social Security Number of sponsor, accession number.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from medical institutions and from source documents such as reports.

Exemptions claimed for the system:

None.

F160 AF SG D

System name:

160 AF SG D Drug Abuse Rehabilitation Report System.

System location:

Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Any active duty military personnel who are confirmed as drug abusers as a result of drug abuse urinalysis testing. These individuals are not patients as defined in 42 USC 300x-3(6).

Categories of records in the system:

File contains Drug Abuse Rehabilitation Reports in Electrical Message Form in which demographic data, urine testing results and abuser disposition are detailed.

Authority for maintenance of the system:

Pub. L. 91-513 as applied to Federal agencies by Section 2b of Executive Order 11599, June 17, 1971, Comprehensive Drug Abuse Prevention and Control Act of 1970.

Purpose(s):

At HQ USAF to provide statistical data for required reports to Department of Defense (DOD) and to the Special Action Office on Drug Abuse Prevention, White House; to perform epidemiologic and statistical studies for use in evaluating the effectiveness of Air Force urinalysis testing programs; to provide information for answering congressional inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and are controlled by personnel screening.

Retention and disposal:

Retained in office files for fifteen years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F160 AFA A

System name:

160 AFA A Cadet Hospital/Clinic Records.

System location:

USAF Academy Colorado Springs, CO 80840.

Categories of individuals covered by the system:

AF Academy Cadets.

Categories of records in the system:

Daily roster of cadets hospitalized and report of cadet visits to the cadet clinic.

Authority for maintenance of the system:

10 USC 9331, Establishment; Superintendent; faculty.

Purpose(s):

(1) Information collected to notify concerned individuals of status of hospitalized cadets. Used to provide Superintendent, Hospital Commander and staff, Commandant and staff a daily report of number and status of caets hospitalized; concerned personnel can note trends in hospitalization in terms of numbers of cadets hospitalized, length of stay, and nature of medical problems being treated. (2) Report of visits to cadet clinics; record the time a cadet enters the clinic, nature of complaint and explanation of excusals and time of departure from the clinic. Information is distributed to Cadet Wing Airmanship Division, athletics and individual. Cadet Wing Airmanship Division uses it to monitor cadet activity for ground safety program. Athletics use it to monitor excusals from physical education and to evaluate injury rates. Individual uses it to justify time away from classes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

(1) Records are accessed by the custodian, by person(s) responsible for servicing the record system, and authorized personnel who are properly screened and have a need-to-know. Records are stored in locked cabinets or rooms. (2) Clinic copy is under the direct control of Non-Commissioned Office in Charge (NCOIC) of Administrative Services. Distribution authorized representatives of Cadet Wing Airmanship Division and Athletics.

Retention and disposal:

(1) Retained in office files for one year after annual cut-off then destroyed. (2) Retained in office files for three months or until purpose has been served, whichever is sooner; then destroyed.

System manager(s) and address:

Commander, USAF Academy Hospital, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests should be addressed to the Registrar, USAF Academy Hospital Cadet Liaison, and should include full name, and date of hospital admission.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from medical institutions, the individual, a physician and/or medical technicians.

Exemptions claimed for the system:

None.

F160 ARPC A

System name:

160 ARPC A Physical Examination Reports Suspense File.

System location:

Air Reserve Personnel Center, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Incomplete reports of physical examinations, correspondence to and from reservists/individuals.

Authority for maintenance of the system:

10 USC 275, Personnel Records as implemented by Air Force Regulation (AFR) 60-43, Medical Examination and Medical Standards and Air Reserve Personnel Center Regulation 45-7, Annual Survey.

Purpose(s):

Information in files is used to provide control of reservists/individual medical status.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and by commanders of medical centers and hospitals. Records are protected by guards.

Retention and disposal:

Retained in suspense file until completed, then filed in the individual health record.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, Denver, Colorado between 8:00 a.m. and 3:00 p.m. on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or drivers license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DAD, Denver, Colorado 80280; telephone (303) 370-4667. (Toll Free 1-800-525-0102 Ext 206)

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information from examining facilities, physicians (military and civilian, and summary of physician's evaluation).

Exemptions claimed for the system:

None.

F160 DODMERB A

System name:

160 DODMERB A Department of Defense Medical Examination Review Board Medical Examination Files.

System location:

Department of Defense Medical Examination Review Board (DODMERB) US Air Force Academy, CO 80840-6518 and Camp Hill, PA.

Categories of individuals covered by the system:

All applicants to the five service academies, the Four Year Reserve Officer Training Corps (ROTC) Scholarship Program, Uniform Services University of Health Sciences (USUHS), Army, Navy, Air Force College Scholarship Program (CSP).

Categories of records in the system:

Report of the Medical Examination, Report of Medical History, Report of Dental Examination, to include dental x-rays and any associated civilian forms or medical tests that have been accomplished, may also contain personal correspondence between the DODMERB and the applicant, parents/guardian concerning the applicant's medical history or qualification status.

Authority for maintenance of the system.

10 USC 133, Executive department.

Purpose(s):

The medical examination in computer form is used to determine medical acceptability for one or more of the five military service academies or the ROTC, USUHS, CSP for the Air Force, Army and Navy ROTC. The computer also produces products to advise each program manager of initial status and all update actions on the applicant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Medical consultations concerning may be necessary with parents/legal guardians may be necessary to clarify/explain applicant's medical status. Examinations may be released to civilian contract agents of the government and private physicians associated with medically certifying applicants for military service. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in computer and electronic digital imaging storage system.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Computer is in a controlled area with restricted access and data is protected by computer system software.

Retention and disposal:

A paper copy of medical and dental records will be generated by computer on all appointed candidates and will be forwarded to each program the applicant is medically certified for. Computer and optical disk files for all applicants will be retained for five years.

System manager(s) and address:

Department of Defense Medical Examination Review Board, US Air Force Academy, CO 80840-6518.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F160 MPC A

System name:

160 MPC A Medical Assignment Limitation Record System.

System location:

HQ AFMPC/SG, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

All Air Force members whose cases have been presented to a Medical Evaluation Board and were returned to duty by Medical Evaluation Board or Physical Evaluation Board action and have been assigned an Assignment limitation Code 'C.'

Categories of records in the system:

Medical Evaluation Board, Report of Medical Examination, Report of Medical History, Narrative Summary, Clinical Record Consultation Sheet, Electrocardiographic Record, etc.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and implemented by Air Force Regulation 35-4, Physical Evaluation for Retention, Retirement and Separation; 36-20, Officer Assignments, and 39-11, Airmen Assignments.

Purpose(s):

To determine if previous action has been taken by the System Manager, and what the previous disposition was.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for two years or no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFMPC Surgeon, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F160 SG A

System name:

160 SG A Aircrew Standards Case File.

System location:

HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235.

Categories of individuals covered by the system:

This record system is maintained on all Air Force members who have been considered for medical waiver for flying duty due to conditions defined as serious illness or for waiver for flying training.

Categories of records in the system:

The record system contains members' Report of Medical Examination, Report of Medical History, Narrative Summary, Aeromedical Evaluation, Electrocardiographic Record, Clinical Record Consultation Sheet, and USAF School of Aerospace Medicine Evaluation Report (if accomplished).

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 160-43, Medical Examination and Medical Standards.

Purpose(s):

Used to determine if a previous action has been taken, if a precedent exists for granting a waiver for a specific medical condition, and to provide a scientific basis to justify and improve waiver policies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in microform and on computer.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F161 AF SG A

System name:

161 AF SG A Air Force Aerospace Physiology Training Programs.

System location:

Chamber Flight Records located at USAF School of Aerospace Medicine, Data Sciences Branch (USAFSAM/BRR), Brooks Air Force Base, TX 78235. Physiological Training Monthly Report at each AF Physiological Training Unit (PTU), HQ USAFSAM/EDB, Brooks Air Force Base, TX 78235; Physiological Training Records at AF PTUs; Individual Physiological Training Records for aircrews, Individual Physiological Training Records for non-aircrew personnel at consolidated flight record custodians at Air Force installations and National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

All Aircrew and non-aircrew personnel required to fly on Air Force aircraft.

Categories of records in the system:

Used for records accounting and research. Contains data on attendance at formal training, type of course received, quality performance, training flight profiles, location of training, age, height, weight and sex of trainees.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 50-27, Air Force Aerospace Physiological Training Program and AFR 160-40, Administration of the Aerospace Physiological Training Program.

Purpose(s):

Authenticate type of training, location and trainees performance during course. Flight profiles (altitude chamber) and any reactions occurring during flight are maintained by each PTU for future authentication of training. Additional authentication is provided flight managers and scheduling officers and copies of flight profiles and reaction data are provided USAFSAM for research. A compilation of select data is forwarded to appropriate Command Coordinator for Physiological Training for management purposes, USAFSAM/EDB and the Data Sciences Division (USAFSAM/BRR) for analysis and research, and to the Air Force Medical Service Center HQ AFMSC/SGPA, Brooks Air Force Base, Texas 78235 for management and research. Data for specific reactors to low pressure are handled as medical records with additional distribution to appropriate MAJCOM Surgeon/SGP for information and possible corrective action, to USAFSAM/EDB/VNT for research and analysis, and to HQ AFMSC/SGPA for policy/management/statistical/research analysis.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Record of training, records of individuals in a given class, altitude flight profiles, combined data of all individuals trained each month, and data on technicians providing the training are maintained in file folders, and in visible file cabinets.

Retrievability:

Data relative to reactors to low pressure, management analysis procedures filed by SSN. Authentication of training filed by name.

Safeguards:

Records are accessed by commanders of medical centers and hospitals and by custodian of the record system.

Retention and disposal:

Chamber Flight Record at USAFSAM retained until entered into computer files, until superseded, obsolete, no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Physiological Training Monthly Report (original) at HQ Air Force Medical Service Center retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Copies at other than HQ AFMSC retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Physiological Training Record after 6 years; Individual Physiological Training Records for non-flying personnel retained as a part of individual medical record until member separates from active or Reserve duty. For flying personnel, record is retained in flight records and turned over to individual after discharge, separation, retirement.

System manager(s) and address:

Commander, Air Force Medical Service Center.

Notification procedure:

Requests from individuals should be addressed to the System Manager, Attention Chief Aerospace Physiology HQ AFMSC/SGPA, Brooks Air Force Base, Texas 78235. Students should provide full name, military status, approximate date and last location of training; officers and technicians assigned AF Aerospace Physiology Programs provide full name and location of last training. Requesters may visit Air Force Medical Service Center. Proof of identity is by government ID Card for active/retired, driver's license for others.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Physiological Training Unit (PTU).

Exemptions claimed for the system:

None.

F161 AF SG B

System name:

161 AF SG B USAF Compression Chamber Operation.

System location:

Treatment Records (original) retained in individual health records at Air Force hospitals, medical centers and clinics as part of health record or National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. First copy retained at USAF School of Aerospace Medicine, Hyperbaric Medicine Division (USAFSAM/HM), Brooks Air Force Base, TX 78235. Other copies at Air Force Medical Service Center, major command headquarters, and individual Physiological Training Unit (PTU) having Compression Therapy capability. Compression Chamber Operations Record is retained at PTUs having Compression Therapy capability; Compression Chamber Reactor Case Report (original) at Air Force hospitals, medical centers and clinics as part of health record or National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. First copy retained at USAFSAM/HM. Other copies Headquarters Air Force Medical Service Center, major command headquarters, and individual PTUs having Compression Therapy capabilities, Oxygen Sensitivity Tolerance/Pressure Test National Personnel Records Center, at Air Force hospitals, medical centers and clinics as part of health record or Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

Categories of individuals covered by the system:

Officers/technicians performing treatments (normally medical doctors, aerospace physiologists/physiological training technicians); patients who are Active duty military personnel, retired Air Force military personnel, dependents of military personnel, dependents of retired military and civilians treated on an emergency basis.

Categories of records in the system:

Treatment records of patient and records of personnel conducting treatment. Records of exposure to high pressure profiles are maintained for patient and personnel conducting treatment. Records of training dives are maintained on officers and technicians performing treatment dives as well as their physical capability/tolerance to perform in subsequent treatment dives/procedures.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; and Chapter 55, Medical and Dental Care, as implemented by Air Force Regulation (AFR) 161-21, Use of Hyperbaric (Compression) Chambers for Therapy and AFR 161-27, Hyperbaric Chamber Operations.

Purpose(s):

Provide an exact record for a patient treated by compression therapy and documents reactions of the patient's response to high pressure. Protects the patient by insuring that overexposure to high pressure does not occur. Records are maintained on persons performing treatments because they are exposed to the same treatment profiles as their patients and to insure their capability of performing treatment and to determine in advance that they are no physiologic physiologically susceptible to potential hazards of treatment. Category of user: Physicians, aerospace physiologists and technicians. Records are also provided to USAF Compression Therapy Center, USAFSAM/HM, Brooks Air Force Base, TX and the Air Force Medical Service Center, HQ AFMSC/SGPA, Brooks Air Force Base, Texas for research and statistical analysis, and management effectiveness. Records maintained on technicians/officers conducting procedures are maintained at treatment site to insure overexposure to high pressure does not occur and to determine professional adequacy to participate in treatment dives. Records involving officers/technicians performing treatment are provided MAJCOM/SGP, USAF School of Aerospace Medicine, Hyperbaric Medicine Center (USAFSAM/HMDB) and HQ AFMSC/SGPA for statistical analysis, research and management effectiveness considerations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and visible file binders/cabinets.

Retrievability:

Patients records filed chronologically by subject.

Safeguards:

Records are accessed by commanders of medical centers and hospitals and by custodian of the record system.

Retention and disposal:

Treatment Records (original) retained in individual health record for fifty years after date of latest document and then destroyed. First copy and other copies at USAFSAM, HQ AFMSC and MAJCOMs retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Other copies at PTUs destroyed after 3 years; Compression Chamber Operation Record at PTUs retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Compression Chamber Reactor Case Report (original) retained in individual health record for fifty years after date of latest document, then destroyed. First copy at USAFSAM and other copies at HQ AFMSC and MAJCOMs retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Copies at PTU retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Oxygen Sensitivity Tolerance/Pressure Test retained in individual health record for fifty years after date of latest document, then destroyed. All records are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Commander, Air Force Medical Service Center, Brooks Air Force Base, Texas.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Required information for military/ex-military is full name, Social Security number; civilian should provide name, Social Security Number, location of treatment, and approximate date of treatment. Requester may visit Air Force Medical Service Center. Proof of identity is by government ID card for active/retired military, driver's license for civilians.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Physicians regarding diagnosis/treatment.

Exemptions claimed for the system:

None.

F161 AF SG C

System name:

161 AF SG C USAF Master Radiation Exposure Registry.

System location:

USAF Occupational and Environmental Health Laboratory (AFSC), Brooks Air Force Base, TX 78235; Air Force medical centers, hospitals and clinics; Air Force operating locations and installations using sources of ionizing radiation. Official mailing addresses are contained in the Air Force Address Directory.

Categories of individuals covered by the system:

All personnel currently enrolled in or having been monitored under the USAF's Personnel Dosimetry Program or on whom the Air Force has performed a bioassay for radioactive materials since 1960. This includes Air Force military and civilian employees; military and civilian employees of other Components and the Department of Defense; and some employees of other federal agencies and civilian contractors.

Categories of records in the system:

Personal radiation dosimetry (film badge or thermoluminescent dosimeter) results in monthly and lifetime cumulative periods and results of bioassays for radioactive materials in the body.

Authority for maintenance of the system:

Section 20.401(a) and (c), Title 10, Chapter I, Code of Federal Regulations (10 CFR 20.401(a)(c)) as directed by Executive Order 12196, 29 CFR 1910.96(b)(2)(iii), (n) and (o), implemented by Air Force Regulation (AFR) 161-28, Personnel Dosimetry Program and the USAF Master Radiation Exposure Registry.

Purpose(s):

USAF Occupational and Environmental Health Laboratory (OEHL): - To maintain a cumulative record of occupational exposure to ionizing radiation on each radiation worker monitored under the USAF's personnel dosimetry program as required by Public Law; to provide a copy of an individual's record to any future employer of that individual who makes a proper request for it as provided for by law; to provide individuals a copy of their Air Force occupational radiation exposure history; to provide information about an individual's ionizing radiation exposure history to medical personnel responsible for radiation safety and the individual's health care, and the individual's supervisor; to provide information about radiation exposures resulting from radiation accidents or incidents to authorized investigators of such events and the Nuclear Regulatory Commission (NRC) or Department of Labor, Occupational Safety and Health Administration (DOL/OSHA); for use in epidemiological and statistical studies to determine the effectiveness of Air Force-wide radiological health programs, trends in exposure doses, exposure experiences of selected occupational groups and similar studies. Medical personnel: - To determine the requirements for occupational physical examinations and assess whether an individual's medical condition may be related to his or her radiation exposure; to use in formulating recommendations to supervisors on requirements to remove or limit an individual from further work with ionizing radiation sources; to determine the need for investigation of workplace environments for abnormal radiation exposure conditions; to formulate recommendations for modifications of facilities, equipment or procedures to limit workers' radiation exposures to as low as reasonably achievable; to assist in developing worker education programs on local radiation hazards. Employees' supervisors: - To determine whether employee can continue to work in a given radiation environment; to determine radiation exposures to personnel associated with a given task; to implement improvements in facilities, equipment, or procedures to reduce worker exposures to as low as reasonably achievable; to assist in local worker education about occupational radiation hazards. Individuals: - To be aware of their lifetime radiation exposures and aid in making personal judgments about the occupational radiation hazards of their environment and in fulfilling their individual responsibilities for radiation safety. Investigators of radiation accidents or incidents: - To assist in determining the possible causes of such an event and recommended measures to prevent recurrence; to determine the severity of the event and possible long term consequences to individuals involved in it or future similar events. NRC and DOL/OSHA: - To use in formulating or enforcement of national policies and regulations for protection of workers from ionizing radiation sources in their occupational environment. Future employers: - To use as the basis for continuing the lifetime cumulative record on individuals as required by Public Law and to use for all purposes for which the current employer uses these records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

At USAF OEHL, on computer disks and computer paper printouts; at installation level, on computer paper printouts provided by USAF OEHL.

Retrievability:

Filed by Social Security Number (SSN); retrievable by name or SSN.

Safeguards:

Records at USAF OEHL are accessed by custodian of the record system and persons responsible for servicing the record system in performance of their official duties and are controlled by computer system software and personnel screening. Records at installations are accessed by medical personnel in performance of their official duties. Records are controlled by personnel screening.

Retention and disposal:

Records are permanent at USAF OEHL. Latest cumulative history entered in an individual's medical record is retained for the life of the medical record. Records retained by installation medical personnel and supervisors for one year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Air Force Medical Service Center, Aerospace Medicine Consultants Division, Directorate of Professional Services (HQ AFMSC/SGPA, Brooks Air Force Base, TX 78235).

Notification procedure:

Requests from individuals or persons to whom release of records is authorized should be addressed to USAF OEHL/RZD, Brooks Air Force Base, TX 78235. Information required for identification of an individual record is: Full name, SSN and Service Number(s) if different from SSN. If the request is from other than the individual to whom the records pertain, a signed authorization by the individual to release the records to the requester is required.

Record access procedures:

The Air Force rules for contesting contents and appealing initial determinations are in Air Force Regulation 12-35, and may be obtained from the System Manager.

Contesting record procedures:

. The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers; other components and civilian or government agencies responsible for conducting a radiation protection program and personnel dosimetry at an individual's workplace; and medical institutions.

Exemptions claimed for the system:

None.

F162 AF SG A

System name:

162 AF SG A Dental Health Records.

System location:

Air Force hospitals, medical centers and clinics; other authorized medical units serving military personnel and/or dependents; Air Force Military Personnel Center, Randolph Air Force Base, TX 78148; National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, MO 63132, National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

Categories of individuals covered by the system:

Active duty and retired Air Force military personnel; Air Force Academy nominees/applicants; family members of military and retired personnel; foreign Nationals residing in the United States; American Red Cross personnel; other DOD civilian employees, Peace Corps and State Department personnel; Exchange Officers.

Categories of records in the system:

Chronological record of all care received in military dental facilities. This is primarily a record of all treatment received on an outpatient basis with supporting documentation such as consultations, dental history, laboratory, and x-ray reports; the record also includes temporary copies of appointment slips and attendance records until entered in the record.

Authority for maintenance of the system:

10 USC, Chapter 55, Medical and Dental Care.

Purpose(s):

Chronological record of patient's dental health while authorized care in a military dental facility. Used by patient for further dental care, other uses such as insurance requests or compensation claims as specifically authorized by the patient. Used by dentist for further dental care of the patient, research, teaching. Used by other Patient Care Providers within the hospital for further medical/dental care of the patient, research, teaching. Used by Hospital and Dental Staff for evaluation of dental staff performance in the dental care rendered; dental research; teaching; hospital accreditation; preparation of statistical reports. Used by Army-Navy-VA-PHS-any other hospital, clinic, for further dental care of the patient if he is currently undergoing treatment there. Record is released only upon receipt of the patient's signed authorization or a court order. Insurance companies require the patients' written consent for release. Used for establishing insurance benefits or payment of benefits. Used by other Air Force Agencies such as Central Tumor Registry which maintains files on all patients in whom a malignancy has been diagnosed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Used by other Federal and State Agencies such as the Veterans' Administration and Department of Labor (workmen's compensation) for adjudication of claims; reporting communicable disease or other conditions required by law; attorneys and courts for litigation purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, visible file binders/cabinets, card files, on x-ray film, and as photographs.

Retrievability:

Filed by name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by commanders of medical centers and hospitals, custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

Retention and disposal:

Records for military personnel are retained for fifty years after date of last document; for all others, twenty-five years. While on active duty, the Health Record of a US military member is maintained at the dental unit at which the person receives treatment. On separation/retirement the records are forwarded to National Personnel Records Center (NPRC/MPR) or other designated depository, such as Air Reserve Personnel Center, if reservist; to appropriate state National Guard unit, if National Guard member, to appropriate Veterans Administration Regional Office, if VA claim has been filed. Records of other personnel may be handcarried or mailed to the next military medical facility at which treatment will be received, or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as but not limited to, Commandant (G-PO) US Coast Guard, Washington, DC 20593 for Coast Guard active duty members; Medical Director, American Red Cross, Washington, DC 20006 for Red Cross Personnel.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Assistant Surgeon General for Dental Services USAF, commanders of medical centers, hospitals, clinics, medical aid stations.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Complete name, social security number of individual through whom eligibility for care is established, year in which treatment was received, location treatment was received, whether treatment was on an inpatient or outpatient basis. Above SYSMANAGERS or in the case of Air Force medical facilites, the Registrar's office of the hospital. An appropriately signed authorization for the release of the information is required. Individual's complete name and social security number of individual through whom eligibility for care is established.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F162 SG A

System name:

162 SG A Dental Personnel Actions.

System location:

U.S. Air Force Surgeon General, Office of the Assistant Surgeon General for Dental Services, Bolling AFB, Washington, DC 20332. (HQ USAF/SGD).

Categories of individuals covered by the system:

All individuals who are or have been associated with the Air Force Dental Service.

Categories of records in the system:

General correspondence relating to dental personnel actions; including but not limited to awards and decorations, letters of appreciation or congratulation, favorable or unfavorable communications, promotion letters, retirement letters, resignation letters, specialty board certificates, chief dentists badge selection board, moonlighting program, military assistance program, Air Forces personnel listings, AFSC Prefix Awards (A&W), Dental Consultant program, Uniformed Services University of Health Sciences (USUHS), administration of office personnel.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force; powers and duties; delegation by and 8067(b), Designation; officers to perform certain professional functions.

Purpose(s):

Supporting documentation for Air Staff for establishing policies and procedures on professional personnel activities for the Air Force Dental Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, visible file binders/cabinets, card files and on computer paper printouts.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

Retention and disposal:

Records are retained in active file for two years or until purpose has been served, then destroyed, by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Assistant Surgeon General for Dental Services HQ USAF. Official mailing addresses are in the appendix to the Air Force's systems notices.

Notification procedure:

Requests from individuals should be addressed to the System Manager and should show complete name, Social Security Number and military status of individual requesting information.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions, automated system interfaces and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Exemptions claimed for the system:

None.

F168 AF SG A

System name:

168 AF SG A Automated Medical/Dental Record System.

System location:

At Air Force medical centers, hospitals and clinics, major command headquarters and separate operating agency headquarters, Air Force Data Service Center, Air Force Medical Service Center, USAF School of Aerospace Medicine, and USAF School of Health Care Sciences. Official mailing addresses are in the Department of Defense directory in the appendix of the Air Force's Systems notice.

Categories of individuals covered by the system:

Any individual who is hospitalized in, is dead on arrival at, or has received medical or dental care at an Air Force medical treatment facility. Individuals who have received medical care at other DOD or civilian medical facilities but whose records are maintained at or processed by Air Force medical facilities. Any military active duty member who is on an excused-from-duty status, on quarters, on subsistence elsewhere, on convalescent leave, meets Medical Evaluation Board (MEB) or a Physical Evaluation Board (PEB) on an outpatient basis or who is hospitalized in a non-federal hospital and for whom an Air Force medical facility has assumed administrative responsibility. Any individual who has undergone medical or dental examinations at any Air Force medical facility (or who has undergone medical examinations at other medical facilities and whose records are maintained or processed by the Air Force), e.g., preemployment examinations and food handlers examinations, or who has otherwise had medical or dental tests performed at any Air Force medical facility.

Categories of records in the system:

Files consist of automated records of treatment received and medical/dental tests performed on an inpatient/outpatient basis in military medical treatment facilities and of military members treated in civilian facilities. These records may include radiographic images and reports, electrocardiographic tracings and reports, laboratory test results and reports, blood gas analysis reports, occupational health records, dental radiographic reports and records, automated cardiac catheterization data and reports, physical examination reports, patient administration and scheduling reports, pharmacy prescriptions and reports, food service reports, hearing conservation tests, cardiovascular fitness examinations and reports, reports of medical waivers granted for flight duty, and other inpatient and outpatient data and reports. They may contain information relating to medical/dental examinations and treatments, innoculations, appointment and scheduling information, and other medical and/or dental information. Subsystems of the Automated Medical/Dental Data System include: Air Force Clinical Laboratory Automation System (AFCLAS)/TRILAB I; Automated Cardiac Catheterization Laboratory System (ACCLS); Computer Assisted Practice of Cardiology (CAPOC) System; DATA STAT Pharmacy System (Formerly PROHECA); Occupational Health and Safety System; Patient Appointment and Scheduling System (PAS); Tri-Laboratory System (TRILAB); Tri-Pharmacy System; Tri-Radiology System (TRIRAD); Health Evaluation and Risk Tabulation (HEART).

Authority for maintenance of the system:

10 USC Chapter 55, Medical and Dental Care.

Purpose(s):

Used as a record of patient's medical/dental health, diagnosis, and treatment and disposition while authorized care. Used to help determine individual's qualification for duty, for security clearances and for assignments. Used by an individual or his legal representative for further medical care, legal purposes, or other uses such as insurance requests or compensation claims when specifically authorized by the patient. Used by physicians/dentists and other health care providers for further care of the patient, research, teaching, and legal purposes. Used by medical treatment facility staff for evaluation of staff performance in the care rendered; for preparation of statistical reports; for reporting communicable diseases and other conditions required by law to federal and state agencies. Used by Army, Navy, Veterans Administration, Public Health Service or civilian hospitals for continued medical care of the patient. Used by insurance companies, (only with the patient's written consent for release); for arbitrating insurance claims. Used by other Federal agencies such as Veterans Administration and Department of Labor (Workmen's Compensation) for adjudication of claims; for reporting communicable diseases or other conditions required by law. Used to provide input to other DOD medical records systems including the Medical Records System (F168 AF SG C), the Dental Health Records System (F162 AF SG A) and other DOD agencies (e.g., Army and Navy) when such agency is normally by the primary source or repository of medical information about the individual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data maintained primarily on magnetic tape or disks. May also be maintained in file folders, on computer paper printouts or punched cards, on roll microfilm or microfiche.

Retrievability:

Filed by Social Security Number (SSN) of the individual or his/her sponsor in combination with the Family Member Prefix (FMP). The FMP describes the relationship of the patient to his sponsor, e.g., second oldest dependent child, spouse, self, etc. May also be retrieved by the individual's name or by other identification or system number such as inpatient register number, laboratory accession number, or pharmacy prescription number.

Safeguards:

Records are accessed by medical records custodians or other person(s) responsible for maintaining the record system in performance of their official duties, by commanders of Air Force medical treatment facilities or by personnel authorized by the medical records custodian(s), i.e., administrative employees, Peer Review and Utilization Review committees, etc. Records are controlled by computer system software including the use of pass words or other user identification system, and by limiting physical access to the computer and computer terminals. Except when under direct physical control of authorized individuals, records will be stored in locked rooms or in locked cabinets. Records are accessed by authorized personnel who are properly screened and cleared for a need to know.

Retention and disposal:

Computer files are retained for variable lengths of time depending upon the type of information involved and the size and mission of the medical treatment facility. Retention time may vary from one day to ten years. Records are disposed of by erasure of the magnetic computer records and destruction of the computer related worksheets on paper, film, or other media by tearing, shredding, pulping, burning or other destructive methods. Identical medical/dental information may be retained for longer periods of time in other medical records systems (such as inpatient or outpatient charts), including the Medical Records System (F168 AF SG C) and Dental Health Records (F162 AF SG A).

System manager(s) and address:

Major command and separate operating agency headquarters and Air Force Medical Service Center, commanders of USAF medical centers, hospitals, and clinics, USAF School of Health Care Sciences, Aerospace Medical Division, Brooks AFB, Texas, and the USAF School of Aerospace Medicine, Brooks AFB, Texas. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force Systems notice.

Notification procedure:

Requests from individuals should be directed to the System Manager. Requests should include complete name (including maiden name), sponsor's name, Social Security Number or Service Number of person through whom eligibility is established, category of record desired, year in which treatment was provided, whether treatment was inpatient or outpatient. If the individual establishes eligibility through a sponsor other than self, the request should include the relationship to the sponsor, e.g., spouse, second oldest child, parent, etc.

Record access procedures:

Address requests to the System Manager. Official mailing addresses are in the Department of Defense Directory in the appendix to the Department of Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is obtained directly from the individual whenever practical and possible, from other individuals when necessary, e.g., when the patient is a child or is in coma, from other medical institutions, from automated systems interfaces, from medical records, and from patient interactions with physicians and other health care providers.

Exemptions claimed for the system:

None.

F168 AF SG B

System name:

168 AF SG B Child Advocacy Case Files.

System location:

At Headquarters United States Air Force, Office of the Surgeon General; Headquarters Air Force Medical Service Center, Directorate of Professional Services, Clinical Consultants Division, Brooks Air Force Base, San Antonio, TX 78235; Major Command Surgeon's Office; and Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All children entitled to care at Air Force medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such children.

Categories of records in the system:

Medical records of suspected and established cases of child abuse or neglect, investigative reports, correspondence, child advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual child advocacy program files.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by as implemented by Air Force Regulation (AFR) 1 Family Program.

Purpose(s):

Used in the performance of official duties relating to health and medical treatment of members and former members of the uniformed services, civilians, and dependents receiving medical care under Air Force auspices; performance of research and compilation of statistical data. Used by other components of the Department of Defense and other Departments and agencies of government in the performance of official duties relating to the coordination of child advocacy programs, medical care and research concerning child abuse and neglect. Used by the Attorney General of the United States or his authorized representatives in connection with litigation, or other matters under the direct jurisdiction of the Department of Justice. Used by federal, state or local governmental agencies when appropriate in the counseling and treatment of individuals or families involved in child abuse or neglect, or when appropriate or necessary for civil or criminal law enforcement. Used by private organizations and individuals for health research in the interest of the federal government and the public, and by authorized surveying bodies for professional certification and accreditation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored in file folders, microfilm, or computerized or machine readable media.

Retrievability:

Records are retrieved by name of the abused or neglected child and the Social Security number of the sponsor or guardian.

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Records are accessible only to authorized personnel that are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

Retention and disposal:

Retained in office files for five years after the end of year in which case was closed, retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, Missouri 63118 for an additional 20 years.

System manager(s) and address:

The Surgeon General; Headquarters Air Force Medical Service Center; Major Command Surgeons; commanders of medical centers, hospitals, and clinics.

Notification procedure:

Requests from individuals should be addressed to the System Manager at Air Force hospitals, medical centers and clinics. Requests should include name, Social Security number of sponsor, and location of incident.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Reports from physicians and other medical department personnel; reports and information from other sources including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(2) and (5), as applicable. For additional information contact the System Manager.

F168 AF SG C

System name:

168 AF SG C Medical Record System.

System location:

HQ USAF/SG, medical centers, hospitals and clinics, medical aid stations, National Personnel Record Centers, Air National Guard activities, and Air Force Reserve units. Official mailing addresses are in the Air Force Directory in the appendix to the Air Force systems notices.

Categories of individuals covered by the system:

Persons treated in an Air Force medical facility and active duty members for whom primary care is provided.

Categories of records in the system:

Inpatient and outpatient records of care received in Air Force medical facilities. Documentation includes, but is not limited to, patient's medical history, physical examination, treatment received; supporting documentation such as laboratory and x-ray reports, cover sheets and summaries of hospitalization, diagnoses, procedures or surgery performed; administrative forms which concern medical conditions such as Line of Duty Determinations, physical profiles, Medical Recommendations for Flying Duty. Secondary files are maintained such as patient registers, nominal indices, x-ray and laboratory files, indices and registers.

Authority for maintenance of the system:

10 USC Chapter 55, Medical and Dental Care, 10 USC 8012 Secretary of the Air Force; powers and duties; delegation by.

Purpose(s):

Used to document, plan, and coordinate the health care of patients; also aid in preventitive health and communicable disease control programs, determine eligibility and suitability for benefits for various programs, adjudicate claims, evaluate care rendered, teach, compile statistical data and conduct research.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records which reveal the identity, diagnosis, prognosis or treatment of any individual for drug or alcohol abuse may only be disclosed in accordance with 21 USC 1175 (for drug abuse) and 42 USC 4582 (for alcohol abuse). Blanket routine uses do not apply in these case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in in paper and machine-readable form.

Retrievability:

By name, Social Security Number (SSN) or by Military Service Number.

Safeguards:

Records are accessed by commanders of medical centers, hospitals, and clinics, by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and controlled by personnel screening.

Retention and disposal:

While on active duty, the Health Record of a US military member is maintained at the medical unit at which the person receives treatment. On separation or retirement, records are forwarded to National Personnel Records Center/Military Personnel Records (NPRC/MPR) or other designated depository, such as Commandant, US Coast Guard for that agency's personnel, to appropriate Veterans Administration Regional Office if VA Claims has been filed. Records of outpatient treatment of non-active duty personnel may be handcarried or mailed to the next military medical facility at which treatment will be received or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as, but not limited to, Medical Director, American Red Cross, Washington, DC 20006 for Red Cross Personnel. At NPRC records for military personnel are retained for 50 years after date of last documents; for all others, 25 years.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Chief of Air Force Reserve, Headquarters United States Air Force. Director of Air National Guard, Headquarters United States Air Force. Commanders of medical centers, hospitals, clinics, medical aid stations; Commander, Air Force Manpower and Personnel Center; Addresses are in the Air Force Directory in the appendix to Air Force system notices.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requester must submit full name, Social Security Number (or Military Service Number) through whom eligibility for care is established, date (at least year) treatment was provided, name of facility providing treatment, whether treatment was as inpatient or outpatient.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Air Force Directory in the appendix to the Air Force system notices.

Contesting record procedures:

The Air Force rules for contesting contents and for appealing initial determinations are in Air Force Regulation 12-35.

Record source categories:

Physicians and other patient care providers such as nurses, dietitians, physicians assistants. Administrative forms completed by appropriate official, military or civilian.

Exemptions claimed for the system:

None.

F168 AF SG D

System name:

168 AF SG D Medical Service Accounts.

System location:

Air Force hospitals, medical centers and clinics.

Categories of individuals covered by the system:

Active duty military personnel, retired military personnel, dependents of active duty, retired and deceased military personnel, and civilians treated in emergencies.

Categories of records in the system:

Hospital Invoice/Receipt/Accounts Receivable Records showing charges for subsistence and medical service.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 168-4, Administration of Medical Activities.

Purpose(s):

Used by the Medical Service Account officer as a record of cash receipts, as a basic instrument for posting to the cash and sales journal and as an account receivable record. Used by Food Service Officer as a receipt for cash collected and turned in to the Medical Service Account officer.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders at Clinics, Hospitals, and Medical Centers.

Retrievability:

Filed by name and invoice receipt number.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and Air Force auditors.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Medical Service Account Officers at all Clinics, Hospitals, Medical Centers.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents such as records, reports and accounts maintained by medical facilities.

Exemptions claimed for the system:

None.

F168 AF SG E

System name:

168 AF SG E Nursing Service Records.

System location:

Air Force hospitals, medical centers and clinics.

Categories of individuals covered by the system:

Active duty and retired military personnel, Air Force civilian employees; Air Force Reserve and National Guard personnel; Air Force Academy cadets; dependents of military personnel; Foreign Nationals residing in the United States; American Red Cross personnel; Peace Corps and State Department personnel; Exchange Officers, anyone admitted to inpatient status in Air Force Medical Facilities.

Categories of records in the system:

File contains 24-hour nursing reports, listings of ward patients and registers containing information on operations performed.

Authority for maintenance of the system:

10 USC Chapter 55, Medical and Dental Care; 10 USC 8067(e), Designation: Officers to perform certain professional functions, as implemented by Air Force Regulation (AFR) 168-4, Administration of Medical Activities.

Purpose(s):

Used by Chief Nurse and other management personnel to determine nursing care work loads and allocate resources.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books and binders.

Retrievability:

Filed by name, dates of admission and discharge from medical facility, date of operation.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Operation registers destroyed after five years.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Chief Nurses of Medical Centers and Hospitals.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

From medical records and personal observations of Nursing Service Personnel.

Exemptions claimed for the system:

None.

F168 AF SG F

System name:

168 AF SG F Air Force Blood Program.

System location:

Air Force hospitals, medical centers and clinics.

Categories of individuals covered by the system:

Active duty and retired military personnel, dependents of military personnel, government employees.

Categories of records in the system:

Emergency blood donor list, donor record cards, and a roster/list by blood type and Rh factor.

Authority for maintenance of the system:

42 USC 262, Regulation of biological products, as implemented by Air Force Regulation (AFR) 160-26, Air Force Blood Program.

Purpose(s):

Used by Air Force medical centers, hospitals and clinics to control, coordinate and process request for blood donors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in card files.

Retrievability:

Filed by name. Rosters/lists are filed chronologically.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties, and by commanders of medical centers, hospitals and clinics. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Donor record cards are retained in office files for seven years.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Documents prepared by the Air Force.

Exemptions claimed for the system:

None.

F175 AFAA A

System name:

175 AFAA A Air Force Audit Agency Management Information System - Report File.

System location:

HQ Air Force Audit Agency, The Auditor General (AFAA/AG), Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

Audit office chiefs issuing audit reports and auditors-in-charge of performing audits.

Categories of records in the system:

Reports of audit.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to evaluate audit coverage by an auditor. Used to develop expertise listing by auditor. All other accesses of the file are for statistical data and records not pertaining to individuals. The purposes of this file are to provide a research capability on past audit findings reported in audit reports and to provide a history of audit coverage to support organizational planning and management. The above listed retrievals constitute the only retrievals made using the individual's name as the key, all others are keyed on subject or report indicative data. All levels of AFAA management use this information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and on computer paper printouts, microfiche, and card files.

Retrievability:

Audit report data is retrieved by individual name. Filed by office, by report type, and report number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and are controlled by computer system software.

Retention and disposal:

Retained in computer files or on magnetic tape for six years and then destroyed by tape reuse or tape destruction.

System manager(s) and address:

AFAA/AG, Norton Air Force Base, CA 92409.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Reports of Audit and annotated information. Report notification data generated internally within the AFAA.

Exemptions claimed for the system:

None.

F176 AA A

System name:

176 AA A Accounts Receivable.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

All Air Force employees authorized to use Air Force Mess Number One.

Categories of records in the system:

Records all charges or purchases by members of Air Force Mess Number One.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to bill members authorized use of the Mess.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by Manager and restricted to authorized personnel.

Retention and disposal:

Records are retained until Official Audit and then destroyed through shredding, macerating, burning, pulping, tearing into pieces.

System manager(s) and address:

Administrative Assistant to the Secretary of the Air Force, The Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Charges.

Exemptions claimed for the system:

None.

F176 AF HC A

System name:

176 AF HC A Chaplain Fund Service Contract File.

System location:

Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Contracting officers and representatives.

Categories of records in the system:

Contract between local chaplain fund and an individual for provision of specified services not available through other funds.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Record of terms of contracts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from contractor.

Exemptions claimed for the system:

None.

F176 AF MP A

System name:

176 AF MP A Nonappropriated Fund Instrumentalities (NAFIs) Financial System.

System location:

Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150, MAJCOM headquarters and SOAs, and Air Force NAFIs when deemed appropriate and necessary and approved by the appropriate commander. System exists within approximately 1,100 NAFIs which include resale and revenue-sharing NAFIs, general welfare and recreational NAFIs, membership association NAFIs, common support services, and supplemental mission services NAFIs. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All personnel, who are members of membership associations or authorized patrons of any of the above NAFIs, and with whom financial transactions are conducted including the extension of credit in accordance with Air Force regulations or those whose personal checks are returned to the NAFI by the banking system and are dishonored for such reasons as insufficient funds, closed accounts, invalid signatures, bank errors, etc. In accordance with appropriate Air Force regulations concerning NAFI participation, the above personnel may include, but are not limited to, active duty and retired military members and their dependents, members of US reserve components and Federally recognized National Guard units, Air Force, Army, or Naval Academy cadets; military members of foreign governments on duty with the DOD; DOD civilians and their dependents, other Federal Government employees working on the military installations and their dependents, employees of Federal Government agencies working at the installation, contractor employees, technical representatives, and others who are authorized logistic support and work at the installation and where membership or usage would be in the best interest of the installation, retired Federal Government service civilian personnel (civil, foreign service, etc.) who were members/participants of a NAFI at time of retirement, commissioned members of the American Red Cross, US Public Health Service, and the US Environmental Sciences Administration, unremarried spouses and children of deceased active duty or retired members of the US Armed Forces, and certain other categories of individuals identified by authorized personnel who directly support Air Force mission requirements. Also, all personnel employed by or assigned to the NAFI in any manner who are involved in any financial transaction involving the NAFI whether internal or external, including but not limited to, the receipt or control of cash or other property.

Categories of records in the system:

Records resulting from financial transactions with authorized members, patrons, vendors, or those otherwise entitled to utilize or deal with a NAFI service. Such records include, but are not limited to, subsidiary account ledgers maintained on individual members/authorized patrons who are charged dues and/or extended credit including the use of billeting type facilities prior to payment, form(s) on which a record of delinquent accounts or dishonored checks and their disposition are maintained; and records of package liquor or other sales or services. Records necessitated for or by internal/external financial record keeping or asset control, including but not limited to the receipt and control of cash, custody for tangible property, and any actions taken as a result of any irregularity.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 176-10, Financial Operations and Accounting Procedures, and Air Force Regulation 176-378, Standard Accounting Procedures for Nonappropriated Funds.

Purpose(s):

To record charges and credits of members and others authorized credit. To prepare billing statements or furnish data to an outside party to prepare billing statements. To maintain a record of dishonored checks. To assist in collecting all amounts due in accordance with established Air Force procedures. To compile a statistical quarterly report on dishonored checks and statistical data on delinquent accounts receivable for use with the financial reports. To verify eligibility to engage in financial transactions with NAFIs, including package liquor and other sales and extension of credit. To form a data base within the financial system of the NAFIs. Used by personnel responsible for conducting Air Force morale, welfare, and recreation (MWR) financial transactions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. May be provided to commercial or nonprofit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided upon request to any other federal, state, and local governmental agencies in the pursuit of their official duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visable file binders/cabinets, and on computer and computer output products.

Retrievability:

Filed by name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in secured buildings or locked cabinets or rooms.

Retention and disposal:

Subsidiary accounts receivable are retained throughout the life cycle of credit sales and for as long as an individual remains in an active member/authorized patron status. Those forms used in connection with delinquent accounts or dishonored checks are retained until no longer needed.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Individuals may contact the appropriate nonappropriated fund financial management branch (NAFFMB) or the appropriate operating manager in order to exercise their rights under the Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces systems notices.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual members/patrons/users of a service themselves, charge slips, payment receipts, checks, and other authorized financial forms and records.

Exemptions claimed for the system:

None.

F176 AF MP B

System name:

176 AF MP B Nonappropriated Fund (AF NAF) Employee Insurance and Benefits System File.

System location:

Air Force installation nonappropriated fund instrumentalities (NAFIs) and central civilian personnel offices and the Air Force Welfare Board, Randolph Air Force Base, TX 78150. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Regular full-time and part-time AF NAFI employees compose AF NAF Group Life and Health Insurance Program; regular full-time AF NAFI employees compose AF NAFI Retirement Program; information on AF NAFI civilian employees who sustain job related illnesses or injuries is in Worker's Compensation Program.

Categories of records in the system:

Group Life and Health Insurance Program File, Retirement Program File, and Worker's Compensation Claim File, all of which consist of, but are not limited to the following: Applications and/or waivers of participation; notices of change of beneficiary; notices of termination of eligibility, disability and death; evidence of age and qualification for benefits; applications for retirement; elections to reinstate prior participation and survivor annuities; Social Security earnings data; employer certification of coverage; hospitalization and claims forms; reports of accident or occupational illness; medical reports; payment forms; personal historical information as well as any pertinent correspondence.

Authority for maintenance of the system:

10 USC 8012; 5 USC 8171-8173 for Worker's Compensation Claim File; DOD Manual 1401.1-M; Air Force Regulation 40-7, Nonappropriated Funds Personnel Management and Administration, and Air Force Regulation 34-3, Vol. VIII, NAF Insurance Programs (to be published as Air Force Regulation 176-4).

Purpose(s):

Provides information for the administration of the programs, to determine eligibility and pay benefits due. It is used in statistical and actuarial evaluations of the programs. The information is used to insure compliance with applicable laws and adjudicate and pay claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. The information in the system is used by commercial concerns in actuarial evaluations, determination of eligibility, determination and payment of amount of benefit payments due; and policy administration. It may be used by other Federal, state, and local governmental agencies in the pursuit of their official duties. The Worker's Compensation Claim

File provides information as required by law to the Department of Labor for use to assure compliance with statutory requirements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, on computer tapes, disks or drums, computer output products, and in microform.

Retrievability:

Filed by name, or Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by personnel screening.

Retention and disposal:

USAF NAF Life and Health Insurance Program and USAF NAR Retirement Program: At installation level; retired to National Personnel Records Center, St. Louis, MO., upon employees separation, death, or retirement. NAF Retirement Program: At Headquarters Air Force level; retained for a minimum of 20 years upon an employee's withdrawal from the program. USAF NAF Worker's Compensation Program: At Headquarters Air Force level; retained for 3 years after file is closed, then retired to National Personnel Records Center for 15 additional years, and then destroyed. For all systems, eventual disposal occurs by shredding, pulping, and macerating.

System manager(s) and address:

Chief, Insurance and Debt Management, Air Force Welfare Board, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests should be addressed initially to central civilian personnel office at installation of employment of individual making request. If requested information is not available, contact System Manager. Give name and Social Security Number (and date of accident or injury if related to Worker's Compensation claim). For inquiries in person, contact central civilian personnel office at installation of employment and/or Air Force Welfare Board, Randolph Air Force Base, TX, 78150. Means of verification: Name, Social Security Number, governmental identification card, vehicle driver's license or other acceptable identifying document.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals and their survivors and beneficiaries; Department of Labor, Social Security Administration and any individual in a position to verify relevant information. Information obtained from previous employers. Information obtained from medical institutions.

Exemptions claimed for the system:

None.

F176 AF MP C

System name:

176 AF MP C Morale, Welfare, and Recreation (MWR) Participation/Membership/Training Records.

System location:

Air Force Military Personnel Center, Randolph AFB, TX 78150-6001; major command headquarters; all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty and retired military members and their dependents; members of Reserve components while on inactive duty for training and DOD civilians and their dependents; certain other categories for individuals identified by authorized personnel who directly support Air Force mission requirements. Following additional categories apply for specific activities as indicated: Air Force Aero Clubs, Air Force, Army or Naval Academy Cadets; military members of foreign governments on duty with the DOD; members elected to the US Congress or a statutory appointee of the Federal Government; Federal Government employees working on military installations and conducting various recreation programs.

Categories of records in the system:

Volunteer, membership, attendance, training, and participation/competition records and supporting data relative to Air Force MWR activities.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Determine membership/participation eligibility; maintain patron attendance; conduct contests; monitor training and currency of members; and serve as data base for designing and conducting various recreation programs. Used by personnel responsible for conducting Air Force MWR activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

May be provided to commercial or non-profit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

Filed by name and/or Social Security Number (SSN).

Safeguards:

Records are maintained in secured buildings. Access is controlled by authorized personnel and limited to those requiring access in the performance of their duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning, or surrender to member upon termination, as applicable.

System manager(s) and address:

Assistant Deputy Chief of Staff/Personnel for Military Personnel, Randolph AFB, TX 78150-6001.

Notification procedure:

Request from individual should be addressed to the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager giving the individual's full name and SSN.

Record access procedures:

Request from individuals should be addressed to the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager to exercise their rights under the Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Individual applications for membership/participation in MWR activities and offices of primary responsibility for MWR activities.

Exemptions claimed for the system:

None.

F176 AF MP D

System name:

176 AF MP D Nonappropriated Funds Standard Payroll System.

System location:

Fiscal control offices at Air Force installations, the addresses of which are provided in the Department of Defense Directory in the appendix to the Air Force systems notices.

Categories of individuals covered by the system:

Air Force nonappropriated fund employees.

Categories of records in the system:

Time and attendance cards; personal payroll data listings and/or cards; correspondence; combined payroll checks and employee leave and earnings statements; Federal, state, and city tax reports and/or tapes; individual pay and leave records; personnel action forms covering pay changes and deductions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

The records are used to compute employees' pay entitlements and deductions and issue payroll checks for amounts due; to withhold amounts due for Federal, state, and city taxes, to remit withholdings to the taxing authorities, and to report earnings and tax collections; and upon request of employees, to deduct specified amounts from earnings for charity, union dues, and for allotments to financial organizations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. State employment agencies use the information to determine eligibility for unemployment compensation. Financial organizations, employee unions, and community fund charitable organizations use the records to credit remittances to accounts of members or contributions from deduction records provided each organization. Information from this system of records may be made available to state and local taxing authorities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, on computer and computer output products.

Retrievability:

Filed by name and/or Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning. Exception: Records pertaining to tax data are retained for four years rather than two.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Assistant Comptroller for Non Appropriated Funds at Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The local Fiscal Control Officer (FCO) maintains the record system at installation level. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/RMAD, Denver, CO 80279, telephone (303) 825-1161, extension 6341. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. The local FCO maintains the record system at installation level. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is obtained from source documents originating from Civilian Personnel Offices at Air Force installations.

Exemptions claimed for the system:

None.

F176 AFCC A

System name:

176 AFCC A Individual Earning Data.

System location:

Headquarters Air Force Communications Command, DCS/Personnel, Directorate of Morale, Welfare and Recreation, Scott AFB, IL 62225-6001; 18 Isolated Site Lounge Sundry Funds (ISLSFs); Internal Revenue Service.

Categories of individuals covered by the system:

Off-duty active duty military personnel employed by ISLSF.

Categories of records in the system:

Individual pay records and identifies individual by name and SSN.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To report to the IRS individual earnings on all payments made to individuals employed in the operations of an ISLSF.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Information from this system may be made available to federal, state and local taxing authorities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name. Filed by SSN.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets.

Retention and disposal:

Retained in HQ AFCC/DPS files for 4 years after wages are paid.

System manager(s) and address:

Director of Morale, Welfare and Recreation, Deputy Chief of Staff/Personnel, HQ AFCC, Scott AFB, IL 62225-6001. Comptroller of the Air Force, HQ USAF.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source documents.

Exemptions claimed for the system:

None.

F177 AF AFC A

System name:

177 AF AFC A Accounts Receivable Records Maintained by Accounting & Finance.

System location:

Accounting and Finance Offices at Air Force bases, Air National Guard activities and Air Force Reserve units. Mailing addresses are in the appendix to the Air Force's systems notices. Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

Categories of individuals covered by the system:

Active duty and retired military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel, Union or Association management personnel, contracting officers and representatives, Air Force Academy cadets, dependents of military personnel, Foreign Nationals residing in the United States, American Red Cross personnel, Peace Corps and State Department personnel, Exchange Officers, and other individuals who may be indebted to the Air Force.

Categories of records in the system:

Records maintained by the system include but are not limited to documentation pertaining to telephone bills, utility bills, check issue discrepancies, dishonored checks, postal fund losses, reports of survey, freight losses in shipments, involuntary collections, erroneous payments, property losses and damages, administratively ascertained indebtedness of airmen, withholding for subsistence and other supplies, losses of funds, government losses in shipments, unauthorized allotment payments, setoff of final pay, detentions of pay by reason of courts martial or forfeiture or fines documentation.

Authority for maintenance of the system:

5 USC 5512-5514, Withholding pay; 10 USC 856, Article 56 (UCMJ) Maximum levels; 9832, Property accountability: Regulations; 9837(b), Settlement of accounts: Deductions from pay; and 9840, Final settlement of officer's accounts; 31 USC 71, Public accounts to be settled in the General Accounting Office; 82(a), Listing of persons receiving periodic payments; vouchers; 95, Settlement of accounts of Army officers; 492(a)-(c), Disbursing Officers; 37 USC 1007(b),(e),(f),(g), Deductions from pay; 40 USC Chapter 15 - Government Losses in Shipment; 49 USC 1 et seq.,Transportation.

Purpose(s):

Records are used to support customer billings and collections.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Recipients of information from the record system include, but are not limited to, credit bureaus (for credit investigations); Internal Revenue Service (for determination of tax liabilities); Veterans Administration (for its administration of laws pertaining to veterans' benefits); correspondence with all of the above and their dependents and survivors. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files and on computer magnetic tapes.

Retrievability:

Filed by name, Social Security Number (SSN), Military Service Number or Civilian Payroll Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets or locked cabinets or rooms, protected by guards, and controlled by personnel screening and by visitor registers.

Retention and disposal:

Retention is for up to five years or until discrepancies are cleared. Destruction is accomplished by tearing, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Accounting and Finance USAF; Accounting and Finance Officers at Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be verified from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory to the Air Force systems notices. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be verified from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, trade associations, police and investigating officers, the bureau of motor vehicles, state or local governments, international organizations, corporations, witnesses, source document source documents such as reports, charges and invoices from other Air Force and Department of Defense components at Headquarters, major command and base levels; Internal Revenue Service; Social Security Administration; and Veteran's Administration.

Exemptions claimed for the system:

None.

F177 AF AFC B

System name:

177 AF AFC B Travel Records.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279; accounting and finance offices at Air Force bases the addresses of which are listed in the Department of Defense directory in the appendix to the Air Force systems notices; Denver Federal Archives and Records Center, Denver Federal Center, Bldg 48, Denver, CO 80225.

Categories of individuals covered by the system:

Active duty and retired Air Force military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel, Air Force Academy nominees/applicants/cadets, Senior and Junior Air Force Reserve Officers, Dependents of military personnel, Foreign Nationals residing in the United States, Exchange Officers, and any other individual in receipt of competent travel orders.

Categories of records in the system:

Documents include but are not limited to travel vouchers and subvouchers; travel allowance payment lists; travel voucher or subvoucher continuation sheets; vouchers and claims for dependent travel and dislocation or trailer allowance; certificate of nonavailability government quarters and mess; multiple travel payments list; travel payment card; requests for fiscal information concerning transportation requests, bills of lading, and meal tickets; public vouchers for fees and mileage of witnesses; claims for reimbursement for expenditures on official business; claims for fees and mileage of witness; certifications for travel under classified orders; travel card envelopes; statements of adverse effect-utilization of government facilities; and related correspondence.

Authority for maintenance of the system:

37 USC 404-412, Travel and transportation allowances; 5 USC 2105, Employee; 2106, Member of Congress; 5561, Definitions; 5564,Travel and transportation; 5701-5708, Travel and Subsistence Expenses; 5721-5730, Travel and Transportation Expenses; and 5742, Transportation of Remains.

Purpose(s):

Used to pay travel entitlements and supporting the payment of travel entitlements to military and civilian personnel. Uses made of the records by the paying Accounting and Finance Office, other Air Force and Dept. of Defense components include but are not limited to the following: Payment of advances; payment of per diem at temporary duty stations; settlement payments upon completion of travel; payment of mileage upon separation or release from active duty; consolidation of payments; payment of dependents: Travel; payment of dislocation or trailer allowance; to support a traveler's entitlement to a specific rate of per diem; to list multiple payments for travel and temporary duty performed under like conditions and circumstances; as a control record of all travel payments made to an individual; to query the United States Army Finance and Accounting Center for information contained on transportation requests, bills of lading, and meal tickets; payment of fees and allowances to civilian witnesses who are not U.S. Government employees; payment of expenses incurred within and around duty stations; supports the travel voucher in lieu of classified orders; updates leave records. Other users and specific uses made by them include but are not limited to Accounting and Finance Officers, who use travel records to pay travel entitlements to military and civilian personnel who perform official travel; traffic management Officers, who use travel orders to support the issuance of transportation requests and to support the movement of household goods or house trailer.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Internal Revenue Service, receives and records information concerning the payment of travel allowances which are subject to federal income tax; General Accounting Office (GAO), uses travel records for auditing activities and for the settlement of questionable travel claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, visible file binders/cabinets, card files, and at Accounting and Finance Office Air Force wide, on computer magnetic tape, disks and printouts.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults, and locked cabinets or rooms. Records are controlled by personnel screening and by visitor registers, and by computer software in the case of machine readable records.

Retention and disposal:

The original voucher and related supporting documents are stored at the Air Force Accounting and Finance Center, Denver, CO, for 18 months and then moved to the Denver Federal Archives and Records Center for 4 years and 9 months after which they are shredded. Copies of the original voucher and related supporting documents are maintained by field accounting and finance offices for 3 years. Computer permanent history tapes will contain individual information for 6 years from transfer date at which time member data will be transferred to the Air Force Accounting and Finance Center.

System manager(s) and address:

Director Accounting and Finance United States Air Force. At base level the System Manager is the local Accounting and Finance Officer.

Notification procedure:

Information may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station, place of employment, and specify the accounting and disbursing station number, voucher number, date of voucher, or other information verifiable in the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station, place of employment, and specify the accounting and disbursing station number, voucher number, date of voucher, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is acquired from but not limited to the individual traveler; related voucher documents such as those described above in the description of categories of records; Office of the Judge Advocate; the Comptroller; General Accounting Office; Congress; Accounting and Finance Officers; Traffic Management Officers; Consolidated Base Personnel Officers; the Air Force Accounting and Finance Center; and other Air Force and Department of Defense components.

Exemptions claimed for the system:

None.

F177 AF AFC C

System name:

177 AF AFC C Air Reserve Pay and Allowance System (ARPAS).

System location:

Primary system location: Air Force Accounting and Finance Center, CO 80279; decentralized supporting segments are located at: Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150; Air Reserve Personnel Center, Denver, CO 80280; National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132; Air National Guard activities and air Force Reserve units; Accounting and Finance Offices at Air Force bases servicing individual Air Reserve Forces members; Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices; Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225; and Records Center Annex GSA, P.O. Box 141, Neosho, MO 64850 (system backup storage).

Categories of individuals covered by the system:

Active Air Reserve Forces members in a military pay status and dependents of military personnel except Air Reserve Forces members on extended active duty and members of the Air Force Reserve Officer Training Corps.

Categories of records in the system:

Military pay account computer records and supporting documentations relating to Air Reserve Forces military pay and allowance entitlements, deductions, and collections. Military pay computer records, including but not limited to, master individual pay account files (containing essential check and member identification data, military pay entitlement and allowance data, accounting data, tax withholding rate and amount data, collection and indebtedness data, and performance data); wage and tax withholding records; records of Air Reserve Forces calendar day performance; check issue, control and cancellations records; transaction input, system reject, and systen recycled records; disbursement and collection report records; accounting report records; and other generated records supporting, substantiating, or authorizing Air Reserve Forces military pay and allowance entitlement, deduction, or collection actions. Military pay documentation records include, but are not limited to, travel orders, requests and performance records; active military duty performance records; statements of tours or performance of military duty; payroll attendance lists and rosters; document records establishing, supporting, reducing, or cancelling entitlements to basic pay; special compensations (such as medical, dental, veterinary, and optometry); special pays (such as foreign duty, hostile fire); allowances (such as basic allowance for subsistence, basic allowance for quarters, family separations, clothing maintenance and monetary allowances); incentive pays; and other entitlements in accordance with the Department of Defense Pay and Allowance Entitlement Manual; certificates and statements changing address, name, military assignment, and other individual data necessary to identify and provide accurate and timely Air Reserve Forces military pay and performance credit; allotment start, stop, or change records; declarations of benefits and waivers; military pay and personnel orders; medical certifications and determinations; death and disability documents; check issuing and cancellation records and schedules; payroll vouchers; money lists and accounting records; pay adjustment authorization records; system input certifications; member indebtedness and tax levy documentation; earnings statements; employees wage and tax reports and statements; casual payment authorization and control logs; punch card transcripts; and other documentation supporting, authorizing, or substantiating Air Reserve Forces military pay and allowance entitlement, deduction, or collection. Inquiry files, sundry lists, reports, letters, correspondence, and rosters including, but not limited to, Congressional inquiries, Internal Revenue Service notices and reports, state tax and insurance reports, Social Security Administration reports, Veterans Administration reports, inter-Department of Defense requests, treasury reports, and health education and institution inquiries.

Authority for maintenance of the system:

Title 37 USC, Pay and Allowances of the Uniformed Services.

Purpose(s):

Used to ensure accurate and timely military pay and allowances to supported Air Reserve Forces members; provide timely, complete master individual pay account review; document and account for Air Reserve Force military pay and allowance disbursements and collections; and provide account inquiry research response capability. Records are used to determine net military pay and allowances check issues to Air Reserve Force members; or payment to a Financial Organization through Direct Deposit/Electronic Fund Transfer Program; to verify and account for system input transactions; to identify, correct, and collect overpayments; to establish, control, and collect member collection and indebtedness notices and levies; to maintain complete accounting records for Air Reserve Forces military pay and allowance disbursements, collections, refunds, and reimbursement actions; and to provide internal and external managers with statistical and monetary reports.

best copy available

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system may be made available to other federal agencies such as the Internal Revenue Service for wage and tax withholding reporting, accounting, tax audits or levies; Social Security Administration for wage and tax withholding reporting, accounting, or tax audit; Office of Personnel Management for personnel management functions; Veterans Administration for compensation and waiver reporting and audits, life insurance accounting, disbursement and benefit determinations; or local Governmental agencies for reports and accounting utilization; state and local governments for tax and welfare information; educational institutions for verifying scholarship qualifications and performance; charitable institutions and military associations to render recognition for meritorious service; and financial institutions for deposits (checks to banks) and credit references. Pay data is released to computer and accounting service centers upon request of financial organizations designated by individuals to receive money due them. Pay data is also released to Federal Reserve Banks under procedures specified in 31 CFR Part 210 for Federal recurring payments by means other than by checks. The American Red Cross and Air Force Aid Society use this information to determine needs of a member of his or her dependents in emergency situations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, card files, on computer and computer output products, and microform.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/safes/vaults, protected by guards, and controlled by personnel screening, visitor registers and computer system software requiring special random input entry identifiers.

Retention and disposal:

The system contains differing types of records subject to varied retention of from 6 months to 56 years. Records are retired to the Denver Federal Archives and Record Center, and also are stored at the Records Center annex GSA at Neosho, MO for backup storage. Final destruction of records is by shredding.

System manager(s) and address:

Director Accounting and Finance, United States Air Force (USAF); managers for geographically dispersed supporting elements to the system are Chief of Air Force Reserve, Headquarters United States Air Force; Director of Air National Guard, Headquarters United States Air Force, Accounting and Finance Officers, Consolidated Base Personnel Officers, Air National Guard Base Comptrollers, Consolidated Reserve Personnel Officers, ARPAS Payroll Officers, and designated representatives thereof.

Notification procedure:

Information as to whether the record system contains Information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. Requesters should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, last Air Reserve Forces unit of assignment, duty status or place of employment, or other information verifiable from the system record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the Air Force component listed in the Department of Defense Directory in the appendix to the Air Force systems notices. Requesters should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, last Air Reserve Force unit of assignment, duty status, or place of employment, or other information verifiable from the system record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Record system sources for information include, but are not limited to: Headquarters USAF, Air Force major commands and Air Force installations, Consolidated Base Personnel Offices and Consolidated Reserve Personnel Offices, Air National Guard Base Comptrollers, ARPAS Payroll Offices, other DOD components; the Internal Revenue Service, Social Security Administration, Veterans Administration, and other federal agencies; financial institutions, educational institutions, medical institutions, automated system interfaces, and state and local agencies.

Exemptions claimed for the system:

None.

F177 AF AFC D

System name:

177 AF AFC D—Joint Uniform Military Pay System (JUMPS).

System location:

Air Force Accounting and Finance Center, Denver, CO 80279. Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Consolidated base personnel offices at Air Force installations. Accounting and finance offices at Air Force bases. At Data Systems Design Office, Gunter Air Force Station, AL 36114 (for research and test only), Denver Federal Archives and Records Center, Denver, CO 80225 (storage), Records Center Annex GSA, PO Box 141, Neosho, MO 64850 (backup storage). Information pertaining to geographically dispersed elements of the record system (CBPOs and AFOs) may be obtained from Record Managers at the applicable Air Force component listed in the Department of Defense Director in the appendix to the Air Force system notice.

Categories of individuals covered by the system:

Air Force active duty military personnel and dependents, retired and separated Air Force military personnel, officers of the Air Reserve and Air National Guard on extended active duty, officers and airmen of the Air Reserve and Air National Guard on active duty where strength accountability remains with the reserve component, and individuals to whom active duty military personnel authorize a direct payment of a portion of their pay.

Categories of records in the system:

Military pay records and files including but not limited to master military pay accounts, immediate access storage, six-months history, leave and earnings statements, federal insurance contribution act tax and federal income tax withholding pay authorization control files, central pay authorization file, central pay automated teller machine (ATM) files, deferred transaction file, reject suspense file and daily transaction record. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions such as medical, dental, veterinary and optometry; special pay such as foreign duty, proficiency, hostile fire and diving duty; status adjustments relating to entrance on active duty, absent-without-leave, confinement, desertion, sick or injured, leave, mentally incompetent, missing, interned, permanent change of station, promotions and emotions; separation, reenlistment bonus; incentive pay such as flying duty, stress duty, demolition duty, parachute jumping duty and submarine duty; allowances, such as basic allowance for subsistence, basic allowance for quarters, family separation allowances, overseas station allowances, clothing monetary allowance; separation payments, death gratuities, time-in-service; allotments of pay; checks-to-banks; federal and state withholding taxes; courtmartial sentences and non-judicial punishment; indebtedness resulting from but not limited to overpayment of pay and allowances and allotments, other debts to United States, certain nongovernment debts, and correspondence pertaining to all of the above. Inquiries, files, personal financial records and sundry lists, reports and rosters including but not limited to Internal Revenue reports, state tax reports, Veterans Administration reports, Social Security Administration reports, and Treasury reports.

Authority for maintenance of the system:

Title 37 USC, Pay and Allowances of the Uniformed Services; 10 USC 265, Policies and regulations: Participation of Reserve officers in preparation and administration; 8033, Reserve components of the Air Force; policies and functions for government of: Functions of National Guard Bureau with respect to Air National Guard; 8496, Air National Guard of the United States: Commissioned officers, duty in; 9837(d), settlement of accounts: Deductions from pay; 32 USC 708, Property and fiscal officers; and Executive Order 9397.

Purpose(s):

Used to pay members of the Air Force, to their checking and saving accounts, Air Force ATM accounts, and their allotments either directly to financial institutions or through Direct Deposit/Electronic Fund Transfer Program, provide members periodic comprehensive statements of their accounts, and to respond to inquiries concerning their accounts at any time.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records from this system of records may be disclosed to the Internal Revenue Service for tax information on members, Social Security Administration for information regarding Federal Insurance Contribution Act tax deducted from members, Veterans' Administration for information regarding premiums on servicemen group life insurance, state and local governments for tax and welfare information, insurance companies for allotments made to them by military members, financial institutions for deposits (checks-to-banks) and/or payments, the American Red Cross and the Air Force Aid Society. American Red Cross uses this information to determine needs of a member of his dependents in emergency situations and for verification of loan applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper, computer, and computer output products, and in microform.

Retrievability:

Filed by name, Social Security Number (SSN), military service number, or ATM card number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers, cabinets, locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

Local retention varies from 3 to 6 years. After that time, records are either destroyed by tearing, shredding, pulping, macerating or burning or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center for varying retention periods up to 56 years. Destroyed by shredding. Backup records for emergency reconstruction in the event of primary record destruction are retained by the Federal Records Center Annex GSA at Neosho MO. Destruction is by shredding.

System manager(s) and address:

Director of Accounting and Finance, United States Air Force.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Records Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force's systems notices. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty status or place of employment or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD Denver, CO 80279, telephone (303) 370-7553. The record system may be obtained from Record Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty status or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from financial institutions, automated system interfaces, a state or local government, source documents such as reports, military pay information originating from telephone inquiries, telegraph messages and correspondence information from federal agencies and other DOD components and information from Air Force installations, Major Commands and USAF Headquarters.

Exemptions claimed for the system:

None.

F177 AF AFC E

System name:

177 AF AFC E Reports of Survey.

System location:

At Air Force Accounting and Finance Center, Denver CO 80279, Headquarters, of the United States Air Force, major commands and major subordinate commands and Air Force installations. Mailing addresses are listed in the directory following the systems notices.

Categories of individuals covered by the system:

Air Force active duty and retired officer and enlisted personnel, present and former Air Force civilian employees, Air Force Reserve and Air National Guard personnel, and Air Force Academy cadets.

Categories of records in the system:

Records include but are not limited to documentation of facts developed and liability ascertained pertaining to loss of, or damage to, Air Force owned or controlled property. Records are reports of survey; reports of survey register, survey officers' reports of investigation, depositions, affidavits, exhibits such as appraisals, reports, record copies, records of property maintenance, historical and other inspection reports, procurement records, security forces investigation reports, fire department and community and state police reports, and legal opinions.

Authority for maintenance of the system:

10 USC 2775, Liability of members for damages to family housing, equipment, and furnishings; 9832, Property accountability: Regulations; 9835, Reports of survey; and 9832, Settlement of accounts, deductions from pay; 37 USC 1007, Deductions from pay; 32 USC 710, Reports of survey.

Purpose(s):

Used to determine responsibility and pecuniary liability and to adjust accountability for the loss, damage, or destruction of public property under Air Force control. The report of survey is used to record and present facts in support of a determination of pecuniary liability and to serve as, or support, a property adjustment voucher. The facts recorded may be used in establishing cause of loss or damage to private or government property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Record from this system of records may be disclosed to other federal agencies, such as Department of Justice for criminal prosecution, civil litigation, or investigations; and the Internal Revenue Service for tax determinations resulting from Air Force adjudications of pecuniary responsibility; the Office of Personnel Management for personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files.

Retrievability:

Filed by other identification number or system identifier. Conventional indices are keyed to name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes, vaults, locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening and by visitor registers. Files are given the same protection as the property accountability records with which they are associated.

Retention and disposal:

Files are destroyed three years after final action if pecuniary liability is not assessed, and three years after collection or ten years after final action, whichever is sooner. Destruction is by shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Comptroller for Accounting and Finance, United States Air Force 80279.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from the documentation manager at the applicable Air Force component listed in the Department of Defense directory in the appendix to the Air Force systems notices. Requester must present sufficient proof of identity, such as full name, Social Security Number (SSN), military or civilian status and grade, and approximate date and location of incident involving report of survey or other information verifiable from the record itself.

Record access procedures:

Requests should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester must present sufficient proof of identity, such as full name, SSN, military or civilian status and grade, and approximate date and location of incident involving report of survey or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from police and investigating officers, the public media, the bureau of motor vehicles, a state or local government, an international organization, a corporation, witnesses, or source documents such as reports from Air Force property records.

Exemptions claimed for the system:

None.

F177 AF AFC F

System name:

177 AF AFC F Civilian Pay Records.

System location:

Accounting and Finance Offices at Air Force bases; Air Force Reserve units and Air National Guard Activities. Addresses are in the appendix to the Air Force's systems notices. Addresses of geographically dispersed units may be obtained by reference to Air Force components listed in the Department of Defense directory in the appendix to the Air Force notices.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Individual pay records; individual leave records; source documents for posting leave and attendance; individual retirement deduction records; source documents maintained in connection with retirement deduction records and control files thereon; wage and separation information files; health benefit records; income tax withholding records; allowance and differential eligibility files, such as, but not limited to clothing allowances and night rate differentials; withholding and deduction authorization files, such as, but not limited to federal income tax withholding, insurance and retirement deductions; accounting document files; input data posting media, such as, but not limited to time and attendance cards and reports and personnel actions affecting pay; accounting and statistical reports and computer edit listings; claims and waivers affecting pay; control logs and collection/disbursement vouchers; listings for administrative purposes, such as, but not health insurance, life insurance, bonds, locator files and checks to financial institutions; correspondence with the Civilian Personnel Office, dependents, attorneys, survivors, insurance companies, financial institutions, other governmental agencies and others; leave and earnings statements; travel records; and separation documents; official correspondence; federal, state and tax reports and/or tapes; forms covering pay changes and deductions, and documentation pertaining to garnishment of wages.

Authority for maintenance of the system:

5 U.S.C. Chapters 53, 55 and 81.

Purpose(s):

The records are used to accurately compute individual employee's pay entitlements and to withhold required and authorized deductions and issue payroll checks for amounts due. Output products are forwarded as required to other subject matter areas to ensure accurate accounting and recording of pay to civilian employees. These records and related products are also used to verify and balance in the civilian pay office and other applicable subject matter areas and to report information to recipients, other government, and nongovernment agencies. Records are also used for extraction or compilation of data and reports for management studies and statistical analyses for use internally or externally as required by the Department of Defense or other Government agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Records in this system of records may be disclosed to banks which credit the employee's account if the employee has requested his or her check to be sent to the bank; financial organizations which credit the employee's account if the employee has requested a savings allotment; other approved organizations which an employee has designated for an allotment; computer and accounting service centers upon request of financial organizations designated by individuals to receive monies due them; Federal Reserve Banks under procedures specified in 31 CFR part 210 for health benefit carriers to ensure proper credit for the employee authorized health benefit deductions; employee organizations for which the employee has requested a dues deduction (reasons for nondeduction of dues will be benefit deductions; disclosed to officials of labor organizations recognized under Executive Orders 11636 and 11491, as amended, when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions (including disclosure of reasons for nondeduction of dues, if applicable); the US Treasury, which maintains cash accountability; the Internal Revenue Service for recording withholding and social security information; the Social Security Administration and Office of Personnel Management which credits the employee's account for Federal Insurance Contributions Act or Civil Service Retirement withheld; State revenue departments which credit employee's state tax withholding; State employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees; city revenue departments of appropriate cities which credit employees for city tax withheld; any agency or component thereof that needs the information for proper accounting of funds, such as, but not limited to, for-others listings; Office of Personnel Management for assistance in resolving complaints, grievances, etc. Information is also supplied to the Office of Personnel Management for computation of Civil service retirement annuity.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on computer and on computer output products, on roll microfilm, on microfiche, and in microfilm jackets.

Retrievability:

Filed by name, Social Security Number (SSN), Civilian Payroll Number, Vehicle Registration or License Number, or other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers, and computer system software.

Retention and disposal:

Records are retained for periods ranging up to 56 years.

System manager(s) and address:

Director of Accounting and Finance United States Air Force (USAF); and commanders of Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279 telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the appendix to Air Force system notices. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, civilian identity card, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the Air Force system notices. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, civilian identity card, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial institutions, medical institutions, automated system interlacal governments, from source documents such as reports, and from other Department of Defense components and other federal agencies such as, but not limited to Social Security Administration, Internal Revenue Service, State Revenue Departments, Department of the Army, Navy or State Department. Correspondence with attorneys, dependents, survivors or guardians may also furnish data for the system.

Exemptions claimed for the system:

None.

F177 AF SG A

System name:

177 AF SG A Control Logs.

System location:

Air Force hospitals, medical centers and clinics.

Categories of individuals covered by the system:

Dependents of military personnel and all personnel authorized treatment in a military medical facility.

Categories of records in the system:

Controls for payment of supplemental medical care and civilian medical, dental and veterinary care.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by, as implemented by Air Force Regulation (AFR) 168-10, Obtaining Medical, Dental and Veterinary Care from Civilian Sources.

Purpose(s):

To insure duplication of payment to provider is not made.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, and in card files.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Medical Service Account Officers at all Clinics, Hospitals, Medical Centers

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from financial and medical institutions, and from source documents such as records, reports prepared on behalf of the Air Force.

Exemptions claimed for the system:

None.

F177 AFA A

System name:

177 AFA A Cadet Accounting and Finance System.

System location:

United States Air Force Academy, USAF Academy, Colorado Springs, CO 80840. Air Force Accounting and Finance Center, Denver, CO 80279.

Categories of individuals covered by the system:

Air Force Academy Cadets.

Categories of records in the system:

Individual computerized files containing pay data for all USAF Academy Cadets including Establishment/Change in Personal Checking Account, Monthly Report of Contingency Fund Status, Contingency Fund Loan Request, Cadet Pay Order, Document Control Log, Recapitulation of Cadet Pay Account, Cadet Pay Authorization, Cadet Pay Monthly Statement, Cadet Pay Record, Payment/Collection Vouchers, Separation Control Log, Electronic Data Processing Sheets, Microfilm File, Cadet Pay Disk File, Quarterly FICA Report, Transmittal Letter.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy and 37 USC 201, Pay grade: 201, Pay grade: Assignment to; general rules.

Purpose(s):

This system is used to accumulate cadet pay entitlements (basic pay and subsistence), deductions (federal tax, social security, insurance premiums) in order to properly monitor the payments disbursed to the Air Force Cadet Wing (TAFCW). The information is used to determine the correct monthly net pay to be disbursed to each cadet and to charge the cadets for clothing issues and other services from authorized Academy sources, and the reporting of all expenditures to the Air Force Accounting and Finance Center.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to prepare Forms W2 for the Internal Revenue Service, report deductions for the Federal Insurance Contribution Act to the Social Security Administration, prepare Standard Form 1049 for release of tax information to the states. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in visible file binders/cabinets, in card files, on computer and computer output products, and on roll microform.

Retrievability:

By Cadet Number or Social Security Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms and in computer storage devices protected by computer system software.

Retention and disposal:

The original copy of Cadet Pay Record, Cadet Pay Order, Substantiating Pay Documents and Transmittal Letter are forwarded to AFAFC, Denver, CO 80279. Copies of Cadet Pay Orders are retained for one year following graduation. Substantiating pay documents and posting media records are retained one year after annual cutoff in current files area and then destroyed. Document Control Records are destroyed 90 days after close of FY to which they pertain. W-2 listings, quarterly FICA reports and CPITF interest distribution records are retained by Cadet Pay Section six years after CY to which they pertain. Audit registers are destroyed after one academic year. Financial statements, schedules and supporting data is destroyed after 4 years. Pay inquiries are destroyed after two years.

System manager(s) and address:

Director of Accounting and Finance, United States Air Force Academy, Colorado, 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from source documents such as reports.

Exemptions claimed for the system:

None.

F177 AFAFC A

System name:

177 AFAFC A Accounting and Finance Officer Accounts and Substantiating Documents.

System location:

Air Force Accounting and Finance Center, Lowry Air Force Base, Denver, CO 80279. Denver Federal Archives and Records Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

Categories of individuals covered by the system:

Air Force active duty and retired military personnel and other allotees, Air Force Reserve and Air National Guard personnel, civilian personnel employed at or paid by AF Installations.

Categories of records in the system:

Individual military pay records; substantiating documents, such as certificates for deductions and retained military pay orders, records of travel payments, financial record data folders, miscellaneous military vouchers and statements, copies of morning or strength reports and personal financial records.

Authority for maintenance of the system:

31 USC 67(b), Retention by executive agencies...of accounts of accountable officers, contracts, vouchers or other documents.

Purpose(s):

The system serves as a repository from which information may be retrieved to support claims for or against the government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The categories of users and uses are federal agencies including, but not limited to, the Federal Bureau of Investigation; Internal Revenue Service; and the Office of Personnel Management. Also used by state, local and city governments to substantiate pay, eligibility for welfare and unemployment; for personnel management functions; the general public for garnishment of pay, employment purposes. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and note books/binders, on computer and computer output products and in microform.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

Retention and disposal:

Records are stored at Air Force Accounting and Finance Center, updated and accessible for 18 months after receipt from Air Force Accounting and Finance Officers world-wide; then retired to the Denver Federal Archives and Records Center where they are retained for a period of 4 years, 9 months. Destruction is accomplished by sale to a salvage company for shredding.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force and Director Accounting and Finance United States Air Force.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security number, duty station, place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security number, duty station, place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from Air Force Accounting and Finance Officers.

Exemptions claimed for the system:

None.

F177 AFAFC B

System name:

177 AFAFC B Accrued Military Pay System, Discontinued.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279 and at Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225 (back-up storage).

Categories of individuals covered by the system:

Air Force active duty and retired military personnel, and separated Air Force Personnel Officers of Air Reserve and Air National Guard on extended active duty.

Categories of records in the system:

Military pay records and related documentation including but not limited to monthly and cumulative six-months histories of pay transactions, wage and tax data, Uniformed Services Savings Deposit Program Records and Federal Insurance Contribution Act tax data contained on hard copy and/or microfilm. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions, special pay, status adjustments, separation, reenlistment, reenlistment bonus, incentive pay, allowances, death gratuities, allotments of pay, court-martial sentences, indebtedness, and correspondence pertaining to all of the above. Sundry lists, reports and rosters including but not limited to Internal Revenue reports, Social Security reports, Veterans Administration reports and Treasury reports.

Authority for maintenance of the system:

Title 37 USC, Pay and Allowances of the Uniformed Services; 10 USC 265, Policies and regulations: Participation of Reserve officers in preparation and administration; 8033, Reserve components of Air Force; policies and regulations for government of: Functions of National Guard Bureau with respect to Air National Guard; 8496, Air National Guard of the United States: Commissioned officers; duty in National Guard Bureau; 9837(d), Settlement of accounts: Deductions from pay; 32 USC 708, Property and fiscal officers.

Purpose(s):

Provides an audit trail for audit purposes and historical information for inquiries pertaining to past pay record data. It is used primarily by all components of the Air Force for answering inquiries pertaining to information contained in these discontinued records, and for reviews by the Air Force audit agency and Inspector General.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Other users may include Internal Revenue Service for tax information on members, Social Security Administration for information regarding tax deducted from members and Social Security entitlements, Veterans Administration for information regarding premiums on servicemens group life insurance, and financial institutions for deposits and/or payments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/visible file binders/cabinets and on roll microfilm.

Retrievability:

Filed by name and Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

Retention and disposal:

Local retention varies from 6 months to 10 years; records are either destroyed by tearing shredding, pulping, macerating or burning, or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center where they may be retained for a period up to 56 years. Back-up records for emergency reconstitution in the event of destruction of primary records are stored at the Federal Records Center Annex, GSA, Neosho, MO. Destruction is by shredding or burning.

System manager(s) and address:

Director of Accounting and Finance United States Air Force.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80205, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity such as name, Social Security Number, military status, duty status or place of employment or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requesters should be able to provide sufficient proof of identity, such as Social Security Number, military status, duty status or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial and medical institutions, state or local governments, corporations, source documents such as reports, Accounting and Finance Offices (AFO), and Consolidated Base Personnel Offices (CBPO).

Exemptions claimed for the system:

None.

F177 AFAFC C

System name:

177 AFAFC C Uniformed Services Savings Deposit Program (USSDP).

System location:

Air Force Accounting and Finance Center, Denver, CO 80279 and Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225 and Record Center Annex GSA, P.O. Box 141, Neosho, MO 64850 (backup storage).

Categories of individuals covered by the system:

This notice covers both the discontinued portion of USSDP and the remaining active part of the system. Effective June 30, 1974 the USSDP program was discontinued except for those members declared missing in action (MIA) during the Vietnam conflict. Prior to June 30, 1974, the record system serviced Air Force active duty officers and enlisted personnel serving on a permanent duty assignment outside the United States or its possessions. Effective July 1,1974, the record system services only Air Force active duty officers and enlisted personnel who have been declared MIA as a result of the Vietnam conflict. Dependents, next of kin, survivors and former spouses of USSDP participants may be included.

Categories of records in the system:

Includes but is not limited to the master account records for each depositor; transaction records of monetary data (deposits, withdrawals and adjustments); allotment records; name and Social Security number (SSN) change record; settled records; checkwriting and voucher register data records; interest paid records; quarterly statements records; supplemental address for interest refund records. Also includes correspondence files covering requests for information from members, federal agencies, spouses, former spouses, dependents, survivors, widows or widowers, next of kin, the American Red Cross, Congress, and other Air Force and DOD components.

Authority for maintenance of the system:

10 USC 1035, Deposits of savings.

Purpose(s):

Provides mechanized and manual account maintenance including updating for deposits, withdrawals, interest accruals, adjustments and summary data for quarterly processing; capability of responding to inquiries regarding the status of each depositors account; capability to settle accounts, issue settlement statements and checks; quarterly statements to depositors showing detailed activity for the current quarters and cumulative balances for prior periods; reconciliation between the Accounting and Finance Officers (AFO) accounts and cash control reports with appropriate audit trails; controls to insure compliance with statutory limitations on amounts deposited, desertion status and conditions under which withdrawals are permitted; and records for storage of historical data on each depositors' account.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Veterans Administration (VA) and Social Security use this information to determine eligibility, entitlements, and addresses of and for USSDP members. Federal Housing Agency (FHA) uses this information in their loan programs. Internal Revenue Service (IRS) uses the information for tax purposes and for levy action in the collection of taxes owed. American Red Cross uses this information to determine needs of a member or his dependents in emergency situations. Widow or widower, dependent, or next of kin of deceased members use this information in settling the affairs of the former member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in, visible file binders/cabinets/card files, on computer magnetic tapes and computer paper printouts, and on microfiche.

Retrievability:

Filed by name and Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

All records except correspondence and balancing data (deposit, adjustment, and withdrawal) are retained for 6 years after final settlement. Correspondence is kept for 90 days; balancing data is kept for 1 year after balance status is reached. Records are stored at Air Force Accounting and Finance Center, at the Denver Federal Archives and Record Center, and at the Record Center Annex, Neosho, MO. Destruction is by sale to salvage company for shredding.

System manager(s) and address:

Director Accounting and Finance, United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, date of final settlement, duty station or place of employment, or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social

Security Number, date of final settlement, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and is published in Air Force Regulation 12-35.

Record source categories:

Information obtained from automated system interfaces other Air Force and DOD components and dependents, next of kin, survivors, and former spouses of USSDP members.

Exemptions claimed for the system:

None.

F177 AFAFC D

System name:

177 AFAFC D Claims Case File - Active Duty Casualty Case Records.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279 and at the Denver Federal Archives and Record Center, Building 48, Denver Federal Center, Denver, CO 80225.

Categories of individuals covered by the system:

Deceased active duty and former active duty Air Force members; dependents, beneficiaries, and next-of-kin of deceased Air Force members.

Categories of records in the system:

Includes but not limited to the following: Claim certification and vouchers for death gratuity payments; claim for unpaid compensation of deceased members of the uniformed services; reports of casualty; travel vouchers; travel orders; military pay and allowance vouchers; wage and tax statements; miscellaneous income statements divorce decrees; guardianship papers; death certificates; birth certificates; military pay records; statements of service; military pay orders; employees' exemption for dependents certificates; authorizations to start, stop or change allotments; mailing address payment options for Joint Uniform Military Pay System (JUMPS); authorizations to start or stop basic allowance for quarters credit; document transmittals (JUMPS); military pay orders transfer in; requests and authorizations to pay basic allowance subsistence and separate rations; records of emergency data; records of accounting and finance office authorized payments, JUMPS; assignments of assistance responsibility; leave and earnings statements; acknowledgments and/or transfers of casualty assistance cases; records of travel payments; special orders; record of courts-martial; per diem work sheets; marriage licenses; proceedings of homicide trials; court records; promotion orders; personal letters from deceased member to claimant; applications for commercial insurance; pay and allotment information on deceased members; affidavits in support of in loco parentis relationships; pay adjustment authorizations; bills of lading; affidavits by natural custodian for claim on behalf of minor children; tax certificate statements; paternity admissions statements; Social Security wage adjustment data; leave records; claims for unpaid pay and allowances of deceased member of the uniformed services where there is no designated beneficiary of the claimant; returned check records; allotment reports; proof of adoption; and public vouchers for purchases and services.

Authority for maintenance of the system:

10 USC 1475-1480, Death gratuity...; and 2771, Final settlement of accounts: Deceased members.

Purpose(s):

Used to compute death gratuity payments and payments of unpaid pay and allowances and to determine the proper beneficiaries thereof.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Copies of records or requested information are furnished to other agencies, such as but not limited to Internal Revenue Service (IRS), Social Security Administration (SSA), and the Veterans Administration (VA), and to state and local agencies. Information is used by such entities to determine any obligations, benefits and privileges under their jurisdiction. Certified copies of past pay records are furnished to attorneys representing potential beneficiaries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

Retained at Air Force Accounting and Finance Center for one year after closing date, then forwarded to Denver Federal Archives and Records Center and destroyed six years from final closing date. Destruction is by shredding, tearing, mascerating, pulping, or burning.

System manager(s) and address:

Director Accounting and Finance, United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 329-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational and medical institutions, automated system interfaces, police and investigating officers, the public media, state or local governments, witnesses, and source documents such as reports.

Exemptions claimed for the system:

None.

F177 AFAFC E

System name:

177 AFAFC E Claims Case File - Corrected Military Records.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279 and at the Denver Federal Archives and Records Center, Denver Federal Center, Building 48, Denver, CO 80225.

Categories of individuals covered by the system:

Air Force active duty officers and enlisted personnel, and former active duty military personnel; Air Force Reserve and Air National Guard personnel; retired Air Force military personnel; Air Force Academy cadets; surviving dependents of military personnel.

Categories of records in the system:

Includes but not limited to: Retired pay information; reserve pay information; statement of service; travel orders; travel vouchers; leave records; individual military pay records; discharge document; civilian earning statements; civilian earnings, wage and tax statement; income tax returns when provided by individuals to support a claim; copies of court martials; copies of non-judicial punishment, application for correction of military or naval records; requests, authorizations and pay orders for basic allowance for subsistence (BAS), separate rations; record of travel payments; military pay and allowances voucher; bills of lading; supplemental wage and tax statement; dependents: Address and name; Social Security Number of deceased retired Air Force members; pay adjustment authorization; medical bills and receipts; correspondence pertaining to above subject matters.

Authority for maintenance of the system:

10 USC 1552, Correction of military records: Claims incident thereto.

Purpose(s):

Used to determine the proper payment due based on the correction of military records. Pay adjustment data and supporting documentation is submitted to the accounting and finance office for payment, and also to the Joint Uniform Military Pay System (JUMPS) for memorandum type entry on master military pay account.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Disclosures may also be made to the Internal Revenue Service and to the Social Security Administration for their determination of tax liabilities and Social Security entitlements flowing from corrections of military pay and allowances. The various state unemployment offices may use the information to either institute collection process from the member or to adjust their records when member was collecting unemployment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Folder is retained at Air Force Accounting and Finance Center for one year, after which time it is sent to Denver Federal Archives and Record Center and destroyed six years from final closing date. Destruction is by shredding, mascerating, pulping, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance, United States Air Force.

Notification procedure:

Information as to whether the records system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, driver's license, military status, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, driver's license, military status, duty station or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, automated system interfaces, and source documents such as reports.

Exemptions claimed for the system:

None.

F177 AFAFC F

System name:

177 AFAFC F Claims Case File - Missing in Action Data.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279 and at the Federal Archives and Record Center, Building 48, Denver Federal Center, Denver CO 80225.

Categories of individuals covered by the system:

Missing-in-action Air Force members; dependents and next-of-kin of missing Air Force members; and former spouses of missing Air Force members.

Categories of records in the system:

Includes, but not limited to the following: Statements of dependent's expenses; Air Force Office of Special Investigation reports; correspondence requests for dependency determination; travel vouchers; travel orders; marriage certificates; birth certificates; annulments; divorce decrees; adoption papers; allotment documents (starts, stops, and changes); military pay and allowance vouchers; promotion orders; military pay orders; financial statements; reports of casualty; wage and tax statements; guardianship papers; statements of service; records of emergency data; assignments of assistance responsibility; leave and earnings statements; acknowledgments and/or transfers of casualty assistance; records of travel payments; per diem work sheets; pay adjustment authorizations; bills of lading; tax certificate statements; returned check records; public vouchers for purchases and services; notice of premium due from commercial insurance companies; car titles; Judge Advocate General opinions and interpretative memoranda; car insurance policy statements; requests for verification of deposits in Uniformed Services Savings Deposit program; public vouchers for refunds; military pay vouchers; letters of notification of pay increases and decreases; copies of missing member's last will and testament; Uniformed Services Savings Deposit statements; change of mailing address forms; copies of personal checks; breakdown of expenditures for investment purposes; military pay records of missing member; medical history on dependents; and newspaper clippings.

Authority for maintenance of the system:

37 USC Chapter 10 - Payments to Missing Persons.

Purpose(s):

Used for adjudication and distribution of missing member's funds, and to make determinations of dependent's eligibility and entitlement to pay allowances for parents, wives and children. Vouchers are provided to the Automated Uniformed Services Savings Deposit Program (USSDP).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Data is also disclosed through correspondence with member's dependents pertaining to distribution of monies. Copies of records may on occasion be furnished to other agencies, such as but not limited to Internal Revenue Service (IRS), Social Security Administration (SSA), and the Veterans Administration (VA), and to state and local agencies for their determination for any obligations, benefits and privileges under their respective jurisdictions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Records are retained for the entire time member is in a missing or prisoner status. If member is returned to military control, files are returned to military pay jacket (active duty). If member is declared killed-in-action, file is processed as death case, retained at AFAFC for one year, then retired to Denver Federal Archives and Record Center, and destroyed six years after final closing date. Destruction is by shredding, mascerating, pulping, tearing, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance, United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity such as name, Social Security number, drivers license, military status, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from financial, educational and medical institutions; automated system interfaces; police and investigating officers; the public media; and bureaus of motor vehicles.

Exemptions claimed for the system:

None.

F177 AFAFC G

System name:

177 AFAFC G Indebtedness and Claims.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279. Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

Categories of individuals covered by the system:

Active duty and retired military personnel, Air Force civilian employees and former employees, Air Force Reserve and Air National Guard personnel, Air Force Academy cadets, dependents of military personnel, exchange officers and foreign nationals.

Categories of records in the system:

Records of current and former military members and civilian employees pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to: Individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account print out from Joint Uniform Military Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, individual financial statements, and correspondence. Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents, including but not limited to, statements of financial status (personal income and expenses), statements of commanders, statements of Accounting and Finance Officers, correspondence with members and employees. Claims of individuals requesting additional payments for services rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders, travel vouchers, statements of non-availability of quarters and mess, paid receipts, and correspondence with members and employees. Delinquent accounts receivable from base Accounting and Finance Officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the Air Force Office of Special Investigation and Federal Bureau of Investigation reports. Reports from probate courts regarding estates of deceased debtors. Reports from bankruptcy courts regarding claims of the US against debtors.

Authority for maintenance of the system:

31 USC Chapter 18 - Compromise and collection of Federal claims; 10 USC 2774, Claims for overpayment of pay and allowances, other than travel and transportation allowances, 9837 (d), Settlement of accounts: Deductions from pay; 5 USC 5584 Claims for overpayment of pay and allowances, other than travel and transportation expenses and allowances and relocation expenses; 12 USC 1715, Mortgage insurance for servicemen; Pub. L. 97-365, Debt Collection Act of 1982.

Purpose(s):

Used to determine eligibility for: (1) Waiver of erroneous payments, (2) remission of indebtedness, or (3) payments for services rendered. Also, information is required to attempt collection of all claims from individuals on claims of the United States, for money or property arising out of the activities of the United States Air Force. Claims may be compromised, terminated, or suspended when warranted by information collected. Information is used to establish debts and respond to letters received from individuals. After action is completed, files are closed and filed in individual records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Data necessary to identify an individual involved in a claim is disclosed to a consumer reporting agency whenever a financial status report is requested for use in pursuing collection under the Federal Collection Act. Disclosure of data regarding individual's indebtedness to the Air Force are made from this record system to credit reporting agencies under the authority of the Debt Collection Act of 1982 (Pub.L. 97-365). Whenever AFAFC has exhausted its internal collection actions, the debt may be forwarded to a private collection agency for collection servicing. The debt may be referred to the Department of Justice under 31 USC 952, Federal Claims Collection Act of 1966, for investigation or civil or criminal litigation as appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in machine-readable form.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to the Denver Federal Archives and Record Center for nine additional years, and then sold to salvage paper companies to be destroyed by shredding, tearing, mascerating, pulping or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director, Accounting and Finance, United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty station or place of employment, or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from financial and medical institutions; automated system interfaces; police and investigating officers; the public media; a state or local government; and source documents such as reports; credit bureaus; Bureau of Employees Compensation, Veterans Administration; Social Security Administration; Internal Revenue Service; Federal Housing Administration; health insurance companies; U.S. Army Finance and Accounting Center; Navy Finance Center; Base Accounting and Finance Officers, Major Commands; Comptroller General; and correspondence with individual concerned or his representative.

Exemptions claimed for the system:

None.

F177 AFAFC I

System name:

177 AFAFC I Loss of Funds Case Files.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279.

Categories of individuals covered by the system:

Air Force, Army, Navy and Marine Corps active duty military personnel, Air Force civilian employees and former employees, Air

Force Reserve and Air National Guard personnel. Retired Air Force military personnel.

Categories of records in the system:

Information source documents, reports of investigating officer(s) on losses in Air Force accounting and finance offices: (AFOS) accountability, loss of funds settlement vouchers, material to determine cause of the loss, identification of personnel concerned in the loss, determinations of pecuniary liability, opinions from Judge Advocate General offices, opinions from the Comptroller General and from the General Accounting Office, and final determinations by the Secretary of the Air Force.

Authority for maintenance of the system:

31 USC 95a, Relief of disbursing officers of military departments; 492b, Gains and losses resulting from exchange transactions; offsetting of deficiencies in accounts against gains; and 40 USC Chapter 15 - Government Losses in Shipment.

Purpose(s):

Loss of funds case files record the chronological history of losses or deficiencies in AFOS money accounts. Data contained in these files are used to prepare reports and statistics, and to develop facts necessary for administrative adjudications of pecuniary responsibility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Users of the records system include, but are not limited to, attorneys, surety companies, and individuals for internal Air Force processing and outside litigation by those named in the case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in safes, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Whenever relief from pecuniary responsibility for a loss is recommended and granted, records are retained at AFAFC for four years and then destroyed by tearing into pieces, shredding, pulping or macerating. Whenever one or more persons are held liable for a loss, and the loss is completely recovered, records are retained in AFAFC files for six years and then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance, United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security number, military or civilian status, duty station or place of employment, or other information verifiable in the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military or civilian status, duty station or place of employment, or other information verifiable in the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from financial institutions, police and investigating officers, witnesses and source documents such as reports.

Exemptions claimed for the system:

None.

F177 AFAFC J

System name:

177 AFAFC J Military Pay Records.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279; Denver Federal Archives and Records Center, Building 48, Denver Federal Center, Denver CO 80225; Federal Records Center Annex, GSA, PO Box 141, Neosho, MO 64850.

Categories of individuals covered by the system:

Air Force active duty and separated military personnel.

Categories of records in the system:

Microfilm of Military Pay Records of individual Air Force personnel on active duty or separated. Military pay records and related documentation including but not limited to monthly and cumulative six-months histories of pay transactions, Federal Income Tax withholding data, Federal Insurance Contribution Act tax data contained on hard copy and/or microfilm. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions, special pay, status adjustments, separation, reenlistment, reenlistment bonus, incentive pay, allowances, death gratuities, allotments of pay, court-martial sentences, indebtedness, and correspondence pertaining to all of the above. Sundry lists, reports and rosters including but not limited to Internal Revenue reports, Social Security reports, Veteran's Administration reports, and Treasury reports.

Authority for maintenance of the system:

37 USC 401-403, Allowances; 551-558, Payments to Missing Persons; 10 USC 1475-1480, Death Benefits; 1552, Correction of military records: Claims incident thereto; 2771, Final settlement of accounts: Deceased members.

Purpose(s):

Purposes are to furnish pay information from microfilm of Military Pay Records when hard copies of pay records cannot be located in Military Pay Record file. Used as back-up of hard copies of Military Pay Records which are also filed at this location. The purpose of the record system is to retain historical pay data on Air Force and former Air Force members, and to furnish pay information and/or related information to Accounting and Finance Offices (AFOS) and Consolidated Base Personnel Offices (CBPOs), who use this information in answering inquiries and in determining current administrative adjustments. Copies of certified pay records and related documents are disclosed to military courts for court-martial action, and to Civil Courts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Furnish wage and tax statement (Form W-2) for tax purposes to State Revenue Service, Internal Revenue Service, individual members misplacing original form W-2, widows of deceased members, or to verify Air Force service on request from other services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on roll microfilm.

Retrievability:

Filed by name and Social Security Number or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record source of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Military Pay Records, hard copies, are retained at Denver Federal Archives and Records Center where they are sold to paper salvage companies and destroyed by shredding after a total of ten years after member's separation, or date of final action, whichever is later. Microfilm of Military Pay Records is retained at Air Force Accounting and Finance Center for six years then destroyed by shredding or burning. Copies of microfilm are retained for fifty-six years at Federal Records Center Annex, GSA at Neosho, MO and then destroyed by shredding or burning.

System manager(s) and address:

Director Accounting and Finance, USAF.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be determined from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279 telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment, or other information which may be determined from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial and medical institutions, automated system interfaces; police and investigating officers; state or local governments; corporations; source documents such as reports; Air Force Installation Accounting and Finance Pay Offices; Joint Uniform Military System (JUMPS); state agencies; state revenue services; veterans organizations; federal agencies; Internal Revenue Service; Veteran's Administration; attorneys; widows of former members; parents of members; dependents, trustees, and guardians; and other Department of Defense components.

Exemptions claimed for the system:

None.

F177 AFAFC K

System name:

177 AFAFC K Pay and Allotment Records.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279; Denver Federal Archives and Record Center, Building 48, Denver Federal Center, Denver, CO, 80225.

Categories of individuals covered by the system:

Air Force active duty and retired military personnel Air Force Reserve and Air National Guard personnel, and Air Force Academy cadets.

Categories of records in the system:

Applications for Basic Allowance for Quarters (BAQ); request for dependency determinations for benefits; copies of marriage certificates, birth certificates, annulments, divorce decrees and adoption papers; certificate of residence forms; allotment documents (starts, changes and stops); special pay authorizations; copies of allotment vouchers; change of address forms; parent dependency affidavits; correspondence between the Air Force Accounting and Finance Center (AFAFC) and members dependents pertaining to allotments (to allotments (pay information) and determinations of dependency; Comptroller General decisions; General Accounting Office opinions; Judge Advocate General opinions and interpretative memoranda; Air Force Office of Special Investigation (OSI) reports, interpretative memoranda from plans and systems (XS) at AFAFC; status request from Office of Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) regarding medical care for children over age 21; correspondence with state and local agencies; American Red Cross; and other material related to dependency determination and eligibility of dependents for pay and allowance purposes and benefits.

Authority for maintenance of the system:

37 USC 401, Definitions; 403, Basic allowance for quarters; 10 USC 1072, Definitions.

Purpose(s):

Records are used to make final determinations of dependency and or relationship eligibility entitlement to pay allowances for parents, step-children and adopted children who have income in their own right, illegitimate children and all cases where relationship or dependency is questionable; make determinations of dependency and or eligibility entitlement to benefits for parents, parents-in-law, illegitimate children and children over age 21. Copies of affidavits, documents, related correspondence and/or information contain therein may be furnished to the service member, the claimed dependent and/or the person who furnish such information. Copies of affidavits, statements and related correspondence may be furnished OSI to verify information submitted by or in behalf of the claimed dependent.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Copies of records may on occasion be furnished to Internal Revenue Service (IRS), Social Security Administration (SSA), Office of Personnel Management, and the Veterans Administration (VA), and to state and local agencies for their own determinations for any obligations, benefits and privileges that come under their jurisdiction. Notify the American Red Cross of status of claims to inform the member and/or their dependents. On occasion may disclose information to the Air Force Aid Society.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and Social Security Number or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

Records for members who have been separated from the service are purged annually and retired to the Federal Archives and Records Center at Denver Federal Center with one exception. Records for which claims are received and/or a dependency determination is made after separation, are retained at the AFAFC for six years after last determination and then sent to the Denver Federal Archives and Records Center. Records are destroyed six years after member's separation from the service or last determination, whichever is later. Destruction is by shredding, tearing or burning.

System manager(s) and address:

Director Accounting and Finance, United States Air Force, Washington, DC 20330

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security number, service number, military status, duty station or place of employment.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial and medical institutions, automated system interfaces, police and investigating officers, state or local governments, source documents such as reports; applications and correspondence from members for dependency determination, COLA, and medical care; correspondence from parents, guardians and custodians of dependents, attorneys and the American Red Cross pertaining to dependency determination and support of dependents; information from other components of the Department of Defense.

Exemptions claimed for the system:

None.

F177 AFAFC L

System name:

177 AFAFC L USAF Retired Pay System.

System location:

Air Force Accounting and Finance Center, Denver, CO 80279; Federal Archives and Records Center, Building 48, Denver Federal Center, Denver, CO 80225; Records Center Annex, GSA, P.O. Box 141, Neosho, MO 64850 (backup storage only); Accounting and Finance Offices (AFOs at Air Force bases; Air Reserve Personnel Center and Personal Affairs offices at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force active duty and retired military personnel, Air Force Reserve and Air National Guard personnel, dependents and survivors of military personnel.

Categories of records in the system:

Records include, but are not limited to retired pay and annuitant pay master files with supporting documentation relating to entitlements, deductions, collections and allotments supporting documents include but are not limited to Retirement Orders, retirement pay orders, gross pay statements, statements of employment, employees' withholding exemption certificates, records of emergency data, retired pay allotment authorizations, retirees: United States savings bond authorizations, Air Reserve Forces retirement credit summaries, divorce decrees, computation of retired pay, death certificates, claims for unpaid pay and allowances of deceased members, marriage certificates, adoption papers, guardian papers, birth certificates, election certificates for retired servicemens' family protection plan (RSFPP), election certificates for survivor benefit plan (SBP), documents pertaining to status of childrens' schooling, and income tax withholding statements. Also included are listings of bonds, allotments, retired pay and annuitant pay checks, debts owed the government and direct remittances made by retirees for the costs of the RSFPP and SBP plans, records from dependents of retired military personnel, correspondence related to retirement entitlements such as reports from hospitals and medical review boards, print-outs of members' active duty military pay accounts from the joint uniform military pay system.

Authority for maintenance of the system:

10 USC Chapters 61, Retirement or Separation for Physical Disability; 63, Retirement for Age; 65, Retirement for Length of Service; 67, Retired Pay for Non-Regular Service; 69, Retired Grade; 71, Computation of Retired Pay; 73, and 79, Correction of Military Records; 5 USC Chapter 83, Retirement; Title 37 USC, Pay and Allowances of the Uniformed Services; 38 USC 410, Deaths entitling survivors to dependency and indemnity compensation.

Purpose(s):

Used to accurately and timely pay the retired members of the Air Force and their survivors; provide members periodic statements of pay; document and account for all disbursements and collections; and to respond to inquiries concerning the retiree and annuitant accounts. Records are used to establish, maintain and close retiree and annuitant pay accounts and prepare related reports; compute retired and annuitant pay and initiate actions for monthly pay and allotment transactions; casualty cases are established upon the death of a member and arrears of pay are computed and disbursed to survivors; upon the death of a retired member who elected such coverage, RSFPP and/or SBP accounts are established and survival annuities are paid. Also, there is an automated interface with the joint uniform military pay system for data used to compute retiree payments; retiree's pay and their allotment (checking and savings accounts) payments as well as annuitant's pay are sent either directly to financial organizations or through the Direct Deposit/Electronic Fund Transfer Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. Other users include, but are not limited to, any component of the Department of Defense for inquiries, audit and document utilization; other federal agencies such as the Internal Revenue Service for normal wage and tax withholding reporting, accounting, tax audits and levies; Comptroller General and the General Accounting Office for legal interpretations and audits. Disclosures are made to the Veteran's Administration regarding establishments, changes and discontinuances of VA compensation to retirees and annuitants; disclosures are made to the Social Security Administration regarding wages; information is furnished to the American Red Cross and the Air Force Aid Society for their use in assisting retirees and their survivors. Information is supplied to state and local governments for use as follow-up data in welfare cases and for tax purposes. Information is also supplied to the Office of Personnel Management when a retiree waives his military retired pay in order to use his military service for computing his Civil Service Retirement Annuity. Information is supplied to the courts regarding retiree pay in garnishment cases. Disclosures are also made to attorneys, law firms, and other parties acting as executors or administrators of retirees estates and information is provided to trustees of mentally incompetent members and guardians of survivors (children).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/note books/binders/visible file binders/cabinets/card files, computer magnetic tapes and paper printouts, and on roll microfilm and microfiche.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/vaults/locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

The records are retained for varied periods up to 56 years. Destruction of records is by shredding. Records are maintained at the Denver Federal Archives and Records Center. Duplicate records are maintained at the alternate site at Neosho, MO for storage where destruction is by shredding or burning.

System manager(s) and address:

Director of Accounting and Finance, United States Air Force, Washington, DC 20330 (USAF). Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX 78150 for Survivor Benefit Plans Briefing records and spouse notification letters.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, duty station or place of employment, military status, military grade military grade or other information verifiable from the record itself. For Survivor Benefits Plans Briefing records and spouse notification data, contact the System Manager specified in the preceding category or Personal Affairs officials at the servicing Air Force installation. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 370-7553. However, retirees and annuitants may go to any Air Force Accounting and Finance Office (AFO) to request information regarding his or her account. The requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status, military grade or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial, educational, and medical institutions, automated system interfaces, state or local governments, source documents such as reports. Also record sources include but are not limited to, the following: Members' survivors, trustees of mentally incompetent members, guardians of survivors (children), private law firms which are executors of estates in casualty cases, the Air Force Manpower and Personnel Center at Randolph Air Force Base, TX, and other government agencies such as the Veterans Administration and the Social Security Administration. Information also obtained from the individual.

Exemptions claimed for the system:

None.

F177 ATC A

System name:

177 ATC A Air Force ROTC Cadet Pay System.

System location:

AFROTC/ACB, Maxwell Air Force Base, AL 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Senior AFROTC contract cadets.

Categories of records in the system:

Monthly pay disbursement and documents for senior AFROTC contract cadets.

Authority for maintenance of the system:

37 USC 209, Members of Senior Reserve Officers' Training Corps; and Air Force Regulation 45-25, Air Force ROTC Subsistence Allowances and Rates of Commutation in Lieu of Uniforms.

Purpose(s):

Used by detachments to verify entitlements, and by AFROTC to summarize costs of the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and on computer paper printouts.

Retrievability:

Filed by name and social security number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software. Building secured after duty hours.

Retention and disposal:

Retained in office file for three years after completion of training, then destroyed by tearing, pulping, macerating or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force, and Director of Financial Management, AFROTC/AC, Maxwell Air Force Base, AL 36112.

Notification procedure:

Contact Accounting and Finance Division, HQ AFROTC/ACF, Maxwell Air Force Base, AL 36112. Provide name, date attended the institution, detachment number, reason for request. Requester may visit the AFROTC/ACF, and must present driver's license or Social Security card.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Enrollment and attendance records as translated to pay days.

Exemptions claimed for the system:

None.

F178 AFCC A

System name:

178 AFCC A Center Automated Manpower and Update System (CAMPUS).

System location:

Standard Systems Center (SSC), Gunter AFS, AL 36114-6343.

Categories of individuals covered by the system:

Air Force active duty military personnel and civilian employees assigned to the SSC.

Categories of records in the system:

CAMPUS records contain data on SSC personnel nonavailable time (time in man-hours chargeable as SSC overhead for purposes of total man-hour accounting), personnel available time (time chargeable against a specific human resource package) and workload tracking data (data on project or task). Included in nonavailable time are leave, training, and all activities not related to the SSC's primary mission. Available time includes administrative duties, management/supervision functions, time spent in general support areas and time devoted to developing new and/or maintaining existing computer software. Workload tracking includes data on pending, active, and completed activities as to estimated/actual resources required, estimated/actual dates, and identification data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

CAMPUS provides information to SSC management personnel about manpower utilization within the organization. Specific uses of the system by all management levels include monitoring of manpower resources expended on ADP projects, validating and defending the SSC manpower posture with workload and man-hour expenditure data, and distributing workloads between and within the SSC directorates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Records can be retrieved by any element contained in the CAMPUS data base.

Safeguards:

The personnel data maintained in CAMPUS is subject to protection and restrictions in accordance with Air Force Regulation 300-13 and the Privacy Act of 1974.

Retention and disposal:

Hard-copy listings are retained in office files until superseded, obsolete, or no longer needed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Standard Systems Center, Gunter Air Force Station, AL 36114-6343.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for contesting contents and for appealing initial determinations are contained in Air Force Regulation 12-35. Specific procedures may be obtained from the System Manager.

Record source categories:

Information for CAMPUS is obtained from the individuals assigned to the SSC.

Exemptions claimed for the system:

None.

F178 AFSC A

System name:

178 AFSC A Rome Air Development Center (RADC) Manpower Resources Expenditure System.

System location:

Rome Air Development Center (RADC), Griffiss AFB, NY 13441.

Categories of individuals covered by the system:

Civilian and military personnel assigned to RADC.

Categories of records in the system:

Personnel identification and job classification data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to compile statistical reports and for support of manpower and cost accounting systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the records system in the course of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Comptroller, Rome Air Development Center, Griffiss Air Force Base, NY.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager or from RADC/Department of Administration Griffis Air Force Base NY.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Obtained from individual and personnel record.

Exemptions claimed for the system:

None.

F178 AFSC B

System name:

178 AFSC B Manhour Accounting System (MAS).

System location:

Headquarters, Air Force Systems Command, Divisions, Centers, and laboratories. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Civilian and military personnel assigned to AFSC.

Categories of records in the system:

Manpower information-hourly expenditure, grade/rank, office symbol.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to provide manhour expenditure/resources for management.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Filed by Social Security Number (SSN) or name.

Safeguards:

(1) Records are accessed by the records custodian or other persons responsible for servicing the records in performance of their official duties. (2) Records are controlled by personnel screening and by computer system software. (3) Records are maintained in locked cabinets, locked containers, or buildings with controlled entry.

Retention and disposal:

Destroy after 2 years or when purpose has been served by means of tearing, shredding, pulping, maceration or burning.

System manager(s) and address:

Manhour accounting and JOCAS monitors at AFSC organizations.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from automated system interfaces.

Exemptions claimed for the system:

None.

F178 AFSC C

System name:

178 AFSC C Integrated Management Information and Control System (IMICS).

System location:

Foreign Technology Division (FTD), Wright-Patterson Air Force Base, Ohio 45433.

Categories of individuals covered by the system:

All personnel assigned to Foreign Technology Division (FTD)

Categories of records in the system:

Identification data such as name, SSN, address, security access, grade.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Verify security clearances and manpower accounting.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Commander, Foreign Technology Division (FTD), Wright-Patterson Air Force Base, OH 45433.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager; FTD Director of Administration, Wright-Patterson Air Force Base, OH 45433.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from individual and verified from file.

Exemptions claimed for the system:

None.

F190 AF PA A

System name:

190 AF PA A Special Events Planning - Protocol.

System location:

Office of the Secretary of the Air Force (SAF/PAC). At Air Force installations and USAF Recruiting Service offices. At Headquarters United States Space Command (HQ USSPACECOM). Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Non-Air Force civilians, generally, but not limited to civilian leaders of the local community. Segments of the system may be specialized; e.g. active and retired military persons identified by special interests, teachers or other persons in governmental agencies qualified or considered to lecture in Air Force training courses, winners of AF-sponsored Science Fairs.

Categories of records in the system:

Biographical data usually including, but not limited to: Name; business and home address and telephone numbers; name of spouse and family; description of positions in business and community affiliations with Air Force-oriented civic organizations; photographs. For Science Fair winners; name/date of fairs; name of school; year in school; name of project; judging category; previous selection as Air Force winner with year and name of fair. May include summaries of circumstances of visits to the installation.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by Public Affairs Officers, Executive Officers, Protocol Officers, or Commanders as reference for planning official functions, reporting to higher headquarters, selecting lecturers for training courses, and submitting nominations for Air Force or Department of Defense conferences or other functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Office of the Secretary of the Air Force (SAF/PAC), Washington, DC 20330 or Commander of the Air Force installation concerned. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Notification procedure:

Requests from individuals should be addressed to the Office of Public Affairs, for public affairs planning, or the Executive Officer or Office for Protocol, for protocol system segments. Requests regarding systems for selection of lecturer should be addressed to the particular school or training unit, e.g. USAF Special Operations School (EDPT), Eglin AAF 9, FL 32544.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from the public media, a state or local government, source documents such as reports, Federal agencies staff recommendations, and Science Fair questionaires.

Exemptions claimed for the system:

None.

F190 AF PA B

System name:

Hometown News Release Background Data File.

System location:

Army and Air Force Hometown News Service, Headquarters Air Force Service and Information News Center, Kelly Air Force Base, TX 78241-5000. Subsystems of the main system may be located at the Public Affairs Office at the Army/Air Force Base, Army/Air National Guard or Army/Air Force Reserve or similar installation to which an individual is assigned.

Categories of individuals covered by the system:

All Army/Air Force actice duty military personnel, Army/Air Force Reserve Army/Air National Guard personnel recently selected for promotion, reassigned, awarded a medal or decoration, or who otherwise participated in a newsworthy event.

Categories of records in the system:

Biographical information including, but not necessarily limited to name, Social Security Number, current grade, marital status, local address, name and address of parents or guardians, educational background and military history, photographs. Information is usually, but not necessarily, contained in an Information for Hometown News Release Form, DD form 2266, or similar form.

Authority for maintenance of the system:

10 U.S.C. 8013 and 8034, and E.O. 9397.

Purpose(s):

Preparation of news releases for distribution to newspapers and broadcast stations throughout the United States.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Air Force's compilation of systems of records apply to this system. Information from this system of records may be disclosed to the media as part of a news release.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and visible file binders/cabinets.

Retrieved by name and Social Security Number within date of release.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked cabinets or rooms.

Retention and disposal:

Retained in the Print Media Division, Army and Air Force Hometown News Service files until 60 days after monthly cutoff, then destroyed by tearing into pieces, shredding, pulping, macerating or buring. Local files may be retained for one year and are then destroyed by tearing, shredding, pulping, macerating or burning.

System manager(s) and address:

Print Media Division, Army and Air Force Hometown News Service, Kelly Air Force Base, TX 78241-5000.

Notification procedure:

Individual seeking to determine whether this system of records contains information about themselves should address written requests to the Print Media Division, Army and Air Force Hometown News Service, Kell Air Force Base, TX 78241-5000. Inquiries about a subsystem should be addressed to the Public Affairs Officer at the base or installation of the individual's assignment. Offiical mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Print Media Division, Army and Air Force Hometown News Service, Kelly Air Force Base, TX 78241-5000 or the installation Public Affairs Officer. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Contesting record procedures:

The Air Force's rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Air Force Regulation 12-35, 32 CFR part 806b, or maybe obtained from the system manager.

Record source categories:

Information obtained from the individual.

Exemptions claimed for the system:

None.

F190 SAFPA A

System name:

190 SAFPA A Biographies of Officers and Key Civilians Assigned to SAF/PA.

System location:

Secretary of the Air Force Office of Public Affairs (SAF/PA), Room 4D926, Washington, DC 20330.

Categories of individuals covered by the system:

Officers and key civilians (grade GS-10 or higher) currently assigned to positions in the Secretary of the Air Force Office of Public Affairs and its component divisions.

Categories of records in the system:

Biographical information including summary of military service, educational background, marital status and special interests.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Serves as a ready reference of assigned personnel for the Director of Public Affairs, Office of the Secretary of the Air Force; used in preliminary personnel evaluations for reassignment within the Secretary of the Air Force Office of Public Affairs and throughout the Public Affairs field.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Public Affairs, Office of the Secretary of the Air Force (SAF/PA).

Notification procedure:

Requests for information should be addressed to the Executive, Secretary of the Air Force Office of Public Affairs (SAF/PA), Washington, DC 20330, telephone (202) 695-5227. Personal visit may be made to the system location in Room 4D926, The Pentagon, Washington, DC.

Record access procedures:

Individual can obtain assistance from the Executive, Secretary of the Air Force Office of Public Affairs, address as above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers, financial institutions, trade associations, automated system interfaces and from the public media.

Exemptions claimed for the system:

None.

F190 SAFPA B

System name:

190 SAFPA B—Official Biographies.

System location:

Biographies of active duty general officers and high-level civilian personnel of the Department of the Air Force Service Information and News Center, Kelly Air Force Base, TX 78241 (AFSINC/IIB). Record system segments or duplicates pertaining to active duty general officers may be found at the Office of Public Affairs, Office of the Secretary of the Air Force, Washington, DC 20330; Headquarters of major commands and at all levels down to and including Air Force installations. Also at Air Force libraries, offices of air attaches to United States Embassies, Air Force sections of Military Assistance Advisory Groups and missions; unified activities and unified commands. Additional locations include the Air Force Chief Historian (AF/CHO), Washington, DC 20330; Assistant for General Officer Matters (AF/MPG), Washington, DC 20330; and the Aerospace Historical Foundation, University of KS. Biographies of retired Air Force general officers are located at the Media Relations Division, Secretary of the Air Force Office of Public Affairs (SAF/PAM), Room 5C879, The Pentagon, Washington, DC 20330, and at the Retired Activities Section, Assistant DCS/Personnel, Air Force Manpower and Personnel Center (AFMPC/AFPMSDMI), Randolph Air Force Base, TX 78150. Biographies of key civilian employees of the Office of the Secretary of the Air Force and of Headquarters, United States Air Force, relocated at the Director of Civilian Personnel, Washington, DC 20330. Biographies of key civilian employees at subordinate organizational levels may be found at the office of the Director of Civilian Personnel. Biographies of Air Reserve general officers are at Headquarters, USAF/REL, Washington, DC 20330. Record segments or duplicates may be found at the Office of Public Affairs, Headquarters, of the United States Air Force, major commands an major subordinate commands. Air Force Manpower and Personnel Center (AFMPC/DPMYR), Randolph Air Force Base, TX 78150; Headquarters, Air Force Reserve (Commander and Public Information Office), Robins Air Force Base, GA 31098; Air Reserve Personnel Center (Commander and Public Affairs Office), Denver, CO 80280; Headquarters, Military Airlift Command (CSB), Scott Air Force Base, IL 62225; Secretary of the Air Force, Manpower and Reserve Affairs (MRR), Washington, DC 20330; the Reserve Forces Policy Board, Washington, DC 20330; and the offices of all Air Reserve general officers. Biographies of Air National Guard general officers are located at the National Guard Bureau, Washington, DC 20310. Records system segments of duplicates may be found at Department of the Army major divisions and installations. Headquarters of the major commands and separate operating agencies. Army readiness regions; the offices of Army Guard and Air National Guard Liaison Offices; the Aerospace Audio-Visual Service, Norton Air Force Base, CA 92404; the Office of the Secretary of Defense; the Office of the Secretary of the Navy; the Library of Congress; the Air Force Association; the Army Association; the Reserve Officers Association; Air Force libraries; the Air War College, the offices of all National Guard and Air National Guard general officers, and the offices of state Adjutants General. Specific addresses may be obtained from the National Guard Bureau. Biographies prepared under the official biographies program for key military and civilian personnel of other Air Force organizations may be found at the Office of Public Affairs. Headquarters of major commands and at all levels down to and including Air Force installations. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

The Secretary of the Air Force, Under Secretary and assistant secretaries of the Air Force, Air Force general officers on active duty or retired, Air Reserve and Air National Guard general officers, Air Force personnel assigned as pilots to the Manned Space Program, and key military and civilian personnel at all Air Force organizations. Key personnel in Office of the Secretary of Defense (OASD), military departments, and HQ USSPACECOM.

Categories of records in the system:

Includes, but not limited to, summary of military service (including dates and locations of assignments and dates of promotions), military honors and awards, educational background, date and place of birth, marital status, name of spouse and family, and any additional personal information provided by the general.

Authority for maintenance of the system:

10 USC 8013, Secretary of the Air Force: Powers and duties delegation by.

Purpose(s):

Biographies are prepared to support the Air Force policy to keep its members and the public informed about the Air Force and its leaders. Biographies may be used as resource documents in preparing news releases or other public information material and are included in the official personnel records of all general officers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. In their final form the biographies are considered published, public domain material may be released to any requester on an as needed or as requested basis.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

No specific safeguards required.

Retention and disposal:

Retained in office files until superseded obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Service Information and News Center (AFSINC/CC), Kelly Air Force Base, TX 78241.

Notification procedure:

Requests from individuals should be directed to Commander, Air Force Service Information and News Center (AFSINC/CC), Kelly Air Force Base, TX 78241, telephone (512) 925-6161 for all biographies of active duty general officers and key civilians assigned to the Office of the Secretary of the Air Force or to Headquarters Air Force. Biographies for Air Reserve general officers at Headequarters USAF/REL; Air National Guard general officers at the National Guard Bureau, and retired officers from the Media Relations Division (SAF/PAM), mailing addresses in the Department of Defense directory in the appendix to the Air Force's systems notices. All other biographies: Office of Public Affairs at the appropriate level.

Record access procedures:

Individual can obtain assistance from the Commander, Air Force Service Information and News Center, the National Guard Bureau, Headquarters, USAF/REL, Media Relations Division (SAF/PAM) or the Office of Public Affairs at the appropriate level. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR Part 806b).

Record source categories:

Information obtained from the public media and information obtained from source documents such as reports. Subject to final review by the individual concerned before publication.

Exemptions claimed for the system:

None.

F190 SAFPA C

System name:

190 SAFPA C Public Affairs References.

System location:

Office of the Secretary of the Air Force, Washington, DC 20330.

Categories of individuals covered by the system:

Military and civilian officials of the Federal Government (including Presidential Appointees), prominent Americans in and out of government who are involved in defense matters, and reporters and syndicated columnists or commentators who write on defense matters.

Categories of records in the system:

For military and civilian officials of the Department of Defense and for Presidential Appointees: Copies of official biographies released by the Department of Defense or by the White House. A speech subsystem may contain copies or excerpts of speeches by military and civilian Federal Government officials speaking about defense matters. A clippings subsystem may contain news media clippings about activities or statements of prominent Americans.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

To respond to requests from Air Force and Department of Defense officials for any of the following information: Biographical material about key government officials; public statements by government officials about defense matters; defense related statements or activities of prominent Americans, as reported in news media; or publishing history of writers on defense matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and stored in locked cabinets or rooms.

Retention and disposal:

Retained in active files during an official's incumbency (for Federal Government officials), until the individual is no longer actively involved in defense matters, or until the writer stops writing about defense matters; then placed in inactive file where they are retained until no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Administrative Assistant to the Secretary of the Air Force, Room 4D-881, The Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from the public media and from source documents such as reports.

Exemptions claimed for the system:

None.

F200 AFIS A

System name:

200 AFIS A Security File for Foreign Intelligence Collection.

System location:

AFSAC/INOE, Ft Belvoir, VA 22060.

Categories of individuals covered by the system:

Air Force active duty officers, enlisted personnel, civilian employees and former employees, retired Air Force military personnel, and foreign nationals.

Categories of records in the system:

AFOSI records of investigation and AFIS correspondence incidental to AFOSI investigations. Correspondence reporting incidents having security ramifications bearing on U.S. collection activities abroad. Studies of compromised U.S. intelligence collection projects abroad and correspondence thereto.

Authority for maintenance of the system:

National Security Act of 1947, as amended and Air Force Regulation 205-3, Security Classification of Infrared, Visible and Ultraviolet Equipment, Components and Information.

Purpose(s):

Routine internal AFSAC/AFIS reference materials used for internal orientation and study for object lesson guides for routine instruction to support operational security in U.S. foreign intelligence collection operations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation. Destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFSAC/DA, Ft Belvoir, VA 22060.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from AFOSI reports, studies and source documents pertaining to foreign intelligence collection operations.

Exemptions claimed for the system:

None.

F200 AFIS B

System name:

200 AFIS B DIA Program for Foreign Intelligence Collection.

System location:

Air Force Special Activities Center (AFSAC/INOB), Ft Belvoir, VA 22060 and subordinate units: Det 31, PSAA, APO San Francisco 96328; Det 32, PSAA, APO San Francisco 96301; Det 12, ESAA, APO NY 09008; Det 21, AFSAC, Ft Belvoir, VA 22060; Det 22, AFSAC, Wright-Patterson Air Force Base, OH 45433; Det 3/FTD, APO NY 09633; Det 4/FTD, APO San Francisco 96328.

Categories of individuals covered by the system:

Air Force Reserve personnel, retired Air Force military personnel, foreign nationals residing in the United States, US Citizens, and foreign nationals overseas who are sources or support assets for foreign intelligence collection operations.

Categories of records in the system:

Biographic data and records incidental to foreign intelligence collection operations.

Authority for maintenance of the system:

National Security Act of 1947, Pub. L. 257, July 26, 1947 (61 Stat 495); as implemented by Air Force Regulation 200-3, The Medical Intelligence Program.

Purpose(s):

Routine internal reference relative to use or possible use in foreign intelligence collection operations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and note books/binders, and on computer paper printouts and roll microfilm.

Retrievability:

Filed by name and National File Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and safes.

Retention and disposal:

Prior to destruction, files are screened, purged of extraneous material, and microfilmed. Microfilm retained indefinitely.

System manager(s) and address:

AFSAC/DA, Ft Belvoir, VA 22060. Submanager: Det 22, AFSAC/CC, Wright-Patterson Air Force Base, OH 45433.

Notification procedure:

Requests from individuals should be addressed to the System Manager or Submanager, as appropriate.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager or Submanager, as appropriate.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from biographical data and records incident to foreign intelligence collection operations.

Exemptions claimed for the system:

None.

F205 AF A

System name:

205 AF A Personnel Security Access Records.

System location:

Records are normally located at organizational units where individuals are currently assigned or employed. They may be located at offices of installation Chiefs of Security Police and for non-immigrant aliens at headquarters of major commands and major subordinate commands or at the National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo. 63132, or Civilian Personnel Records, 111 Winnebago St., St Louis, Mo. 63118. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's Systems Notices. Headquarters United States Space Command (HQ USSPACECOM).

Categories of individuals covered by the system:

Air Force active duty military and civilian personnel, Air Force Reserve and Air National Guard personnel, Air Force Academy cadets, American Red Cross Personnel, Exchange Officers, and Foreign National, Army, Navy, Air Force and Marine Corps active duty military and civilian personnel assigned to HQ USSPACECOM.

Categories of records in the system:

System includes documentation requesting, granting and terminating access to classified information.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Records are used to record level of security clearance and level of access to classified information that has been authorized. Information is used by commanders, supervisors, and security managers to insure that individuals who receive classified information have been properly investigated, cleared, have a definite need-to-know, and have been properly debriefed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, visible file binders/cabinets or card files.

Retrievability:

Filed by name and/or Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes or vaults, or in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. (Exception: Records on non-immigrant aliens are retained for two years after termination of access or employment, then destroyed, as above.) Security Termination Statements are retired one year after termination of service or employment to the National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo 63132, or Civilian Personnel Records, 111 Winnebago St, St Louis, Mo 63118. Records indicating that access to classified information has been withdrawn for cause are forwarded to installation Chief of Security Police for disposition.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force. Commanders of organization units and the Director National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo 63132 or Civilian Personnel Records, 111 Winnebago St, St Louis, Mo 63118.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Write or visit the organizational unit where currently assigned or employed. Written requests must be notarized; personal visits require positive identification. Provide full name, SSN, and military rank or civilian rating.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from medical institutions, from police and investigating officers, or from source documents such as reports.

Exemptions claimed for the system:

None.

F205 AF SP A

System name:

205 AF SP A Special Security Files.

System location:

Commanders or Chiefs of Security Police at Air Force installations or units.

Categories of individuals covered by the system:

Air Force military and civilian personnel including Air Force Reserves and Air National Guard; Air Force Academy and Air Force ROTC Cadets; Air Force Contractor personnel requiring unescorted entry, Nonappropriated Fund Instrumentality personnel in sensitive positions at Air Force installations.

Categories of records in the system:

Investigative report, some of which are exempt under the Privacy Act of 1974, incident reports, police and law enforcement reports and records, reports of audit, medical evaluation records and reports, personnel record data or reports, disciplinary or administrative action data, records and reports, correspondence among local Air Force officials and between officials and other Air Force agencies or higher headquarters and/or the Air Force Security Clearance Office.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Files are temporary records used to collect and record data and documentation of actions taken on cases where the individual's security clearance status may be affected. Portions of the records may be referred to investigative agencies for further inquiry; to personnel officials for administrative action to legal personnel for disciplinary or judicial actions; to medical personnel for evaluation, testing or treatment; to commanders for denial or suspension of access to classified information or restricted areas; to other local Air Force officials for review, recommendation, advice, or assistance for resolution of the case file.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know, and by commanders of medical centers and hospitals. Records are stored in security file containers/cabinets, safes or vaults, protected by guards and controlled by personnel screening.

Retention and disposal:

Records are temporary and are either sent to the Air Force Security Clearance Office for conversion to Special Security Case Files or are destroyed locally upon favorable determination by tearing into pieces, shredding, pulping or burning.

System manager(s) and address:

Chief of Security Police, Headquarters Air Force Office of Security Police, Kirtland, Air Force Base, New Mexico 87117.

Notification procedure:

Requests from individuals should be addressed to the Chief of Security Police or the Commander at the installation of current employment or assignment. Write or visit the installation where currently employed or assigned. Written requests must be notorized and must provide the full name, SSN, military or civilian grade or status. Personal visits require positive identification.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager or from the Chief of Security Police or Commander of the installation. Mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from investigative reports; incident reports; police, law enforcement and audit reports and records; financial institutions; employers; local government agencies; legal and judicial reports and records; individuals; witnesses, commanders and local officials.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5). For additional information, contact the System Manager.

F205 AFIS A

System name:

205 AFIS A Sensitive Compartmented Information Personnel Records.

System location:

Personnel Security Division, Directorate of Security and Communications Management, Air Force Intelligence Service, Washington, DC 20330.

Categories of individuals covered by the system:

Air Force personnel, civil service employees, consultants, and contractor personnel with current access to SCI or who have had such access within past fifteen years except Air Force personnel assigned to Central Intelligence Agency, Office of the Secretary of Defense/Defense Agencies, Office of the Joint Chiefs of Staff, and the National Security Agency.

Categories of records in the system:

Statements of Personnel Hi papers prepared or submitted by in submitted by individuals; Statements by Commanders, Supervisors, Medical, Legal, and Security Officials, and related correspondence; Access Adjudication Records; Indoctrination Oaths; Termination Oaths; routine records/correspondence pertaining to access status or changes in status.

Authority for maintenance of the system:

Executive Order 10450; as implemented by Air Force Regulation 205-32, USAF Personnel Security Program, and USAFINTEL 201-1.

Purpose(s):

To recommend/determine eligibility for access to SCI.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to verify an individual's status with respect to SCI access or eligibility for such access, only the 'fact of' an individual's eligibility/noneligibility for SCI access is furnished to other authorized government agencies/activities and only upon request. To answer official inquiries involving an individual's eligibility/noneligibility for access to SCI.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on microfiche.

Retrievability:

Filed by name, by Social Security Number (SSN), and grade or rank.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets and vaults.

Retention and disposal:

Active records maintained as long as an individual is authorized access to SCI. Upon termination of access record is placed in inactive status where it is retained for fifteen years and then destroyed unless sooner returned to active status. Destruction is by burning or shredding.

System manager(s) and address:

Director of Security and Communications Management, Air Force Intelligence Service (AFIS/INS), The Pentagon, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Personnel Background Investigations conducted by Defense Investigative Service and/or Air Force Office of Special Investigations; Statement of Commanders, Supervisors and medical, legal and security officials; records of adjudication processes.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a(k)(2) and (k)(5), as applicable. For additional information, contact the System Manager.

F205 AFSC A

System name:

Space Human Assurance and Reliability Program (SHARP).

System location:

HQ SD/CLFRX, P.O. Box 92960, Los Angeles AFB, Los Angeles, CA 90009-2960; HQ SAMTO/XOO, Vandenberg AFB, CA 93437-6021; WSMC/SP, Vandenberg AFB, CA 93437-6021; ESMC/SPI, Patrick AFB, FL 32925-6215; and CSTC/VOB, P.O. Box 3430, Onizuka AFB, CA 94088-3430.

Categories of individuals covered by the system:

Military, civil service, and contractor personnel who require SHARP certification for unescorted entry to specified space launch and operations related facilities or areas at certain Air Force or National Aeronautics and Space Administration (NASA) installations or activities or for assignment to designated sensitive space launch and operations positions at such installations or facilities.

Categories of records in the system:

Documentation used to request certification, to include the applicant's name, social security number, date and place of birth, level of security investigation, medical, financial, and arrest information, and data pertaining to the applicant's certification, such as date of certification, date certification suspended, withdrawn, or denied (as appropriate) and date recertification required.

Authority for maintenance of the system:

Title 50, U.S.C. 797, Internal Security Act of 1950; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 8013, "Secretary of the Air Force: Power and duties: Delegation by;" Executive Order 9397, November 1943 (SSN) Numbering System for Federal Register Accounts Relating to Individual Persons; 32 CFR 809a.1, Enforcement of Order at Air Force Installations, Air Force Regulation (AFR) 127-2, 3-6 & 4-4, U.S. Air Force Mishap Prevention Program; Space Division Regulation (SDR) 55-3, Space Human Assurance and Reliability Program (SHARP).

Purpose(s):

To obtain background information for investigative and evaluative purposes for use in making human/personnel reliability determinations under SHARP regarding personnel (a) seeking unescorted entry to specified space launch and operations related facilities or areas at certain Air Force or National Aeronautics and Space Administration (NASA) installations or activities, or (b) occupying sensitive positions related to space launch and operations designated by the commander of such installations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To federal, state, or local government investigative agencies if necessary to obtain information for a human/personnel reliability determination; to NASA concerning its making, issuing, or retaining a human/personnel reliability determination regarding unescorted entry to specified space launch and operations related facilities or areas, or assignment to designated sensitive positions related to space launch and operations activities. See also, the "Blanket Routine Uses" set forth at the beginning of the Department of the Air Force's listing of record system notices and reprinted in Air Force Pamphlet 12-36, Privacy Act Systems of Records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, binders, card files, computer files, and computer products.

Retrievability:

Filed by name and security number.

Safeguards:

Records are accessed by the custodian of the records system and by personnel responsible for maintaining and updating the record system in performing their official duties. Such personnel are screened and cleared for access to SHARP data on a need-to-know basis. Records are stored in locked cabinets or file containers. Computerized files reflecting the identity and program status of applicants for SHARP certification are protected against unauthorized access. Computers containing such data are located in controlled access areas or otherwise secured so as to preclude unauthorized access.

Retention and disposal:

Records are destroyed in accordance with AFR 12-50, Table 205-5. Unit requests for investigation or unescorted entry are destroyed when no longer needed. AFR 12-50, Table 205-5, Rule 7. Completed personal history statements or comparable forms at units of assignment are destroyed when an individual's employment is terminated.

AFR 12-50, Table 205-5, Rule 12. Documents are shredded, pulped, or burned to preclude the disclosure of Privacy Act information.

System manager(s) and address:

Headquarters Space Division, Deputy Commander for Launch Operations, Plans and Operations Division, SHARP Program Manager, SAMTO/XOO, Vandenberg AFB, CA 93437-6021; SHARP Administrator, HQ SD/CLFRX, P.O. Box 92960, Los Angeles AFB, Los Angeles, CA 90009-2960; SHARP Administrator, WSMC/SP, Vandenberg AFB, CA 93437-6021; SHARP Administrator, ESMC/SPI, Patrick AFB, FL 32925-6215; and SHARP Administrator, CSTC/VOB, P.O. Box 3430, Onizuka AFB CA 94088-3430.

Notification procedures:

Individuals can ascertain if their records are in the system by contacting the system manager or the system location where the requester applied for SHARP certification. Requesters should identify themselves by name and social security number to facilitate access.

Record access procedures:

Written requests should be addressed to the system manager or to the system location where the requester applied for SHARP certification. For personal visits, the requester may be asked to show a valid identification card, a driver's license, or some similar proof of identity.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager and are published in Air Force Regulation 12-35, 32 CFR Part 806b.

Record source categories:

Information is provided by the individual; his or her supervisor; the servicing security police organization; various federal, state, and local investigative agencies; and the local SHARP Administrator or equivalent NASA official.

Exemptions claimed for the system:

None.

F205 AFSCO A

System name:

205 AFSCO A Special Security Case Files.

System location:

Air Force Security Clearance Office, Washington, DC 20330.Decentralized segments at the Washington National Records Center.

Categories of individuals covered by the system:

Air Force civilian employees and applicants, and Air Force military members and prospective members, including Air Force Reserve and Air National Guard, Air Force contractor employees requiring unescorted access, Air Force Academy and ROTC Cadets and applicants, overseas educators involved in the education and orientation of military personnel, Nonappropriated Fund Instrumentality personnel and applicants for sensitive positions, personnel requiring DOD building passes, whose personnel security investigations contain significant unfavorable information, whose cases were previously processed or adjudicated under the Air Force Military or Civilian Security Programs, or who are the subject of Special Security Files initiated by commanders.

Categories of records in the system:

Files may include (1) requests for clearance, investigation, or waiver of investigative requirements, (2) determinations of eligibility for assignment to sensitive or nonsensitive positions, (3) medical records checks and evaluations, (4) personnel records information, (5) personnel security questionnaires, (6) correspondence between the Air Force Security Clearance individual, the individual, office of assignment, commanders, medical facilities and installations, personnel offices, investigative agencies, Air Staff offices, or offices of the Secretary of the Air Force, (7) clearance records, and (8) summaries, evaluations, recommendations and records of adjudication.

Authority for maintenance of the system:

5 USC 7531, Definitions; 7532, Suspension and removal; 7533, Effect on other statutes; 10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; Executive Order 10450, Security requirements for government employment; implemented by Department of Defense Regulation 5200-2R, DOD Personnel Security Program.

Purpose(s):

Files are established to evaluate the security acceptability of Air Force military and civilian and contractor personnel, applicants, enlistees and nominees for appointment, assignment or retention in sensitive positions with access to classified defense information or to restricted areas and locations in the interest of national security. Files are used to record clearance adjudicative actions, eligibility determinations and investigative data. Investigative case file information may be reviewed by Air Force installation commanders, supervisors, personnel officers, medical, security, and investigative personnel, personnel of Air Staff offices and offices of the Secretary of the Air Force. Case files and cards are also used to answer inquiries from other Air Force offices and agencies, and from investigative, security and personnel representatives of other Federal agencies concerning the clearance status of individuals. Case records are maintained to prepare statistical accounting and to measure the effectiveness of the adjudicative programs and procedures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and microfiche maintained in file folders, card files, visible file binders/cabinets and notebooks/binders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are stored in vaults, safes and security file containers/cabinets. All records are stored, processed, transmitted and protected as the equivalent of classified information. Records are accessed by the custodian of the records system, by persons responsible for servicing the system in the performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Case files which result in a final, favorable adjudicative determination are retained in the office files for one year after annual cut-off then are destroyed by tearing into pieces, shredding, pulping, or burning. Case files resulting in an adverse adjudicative determination are retained in office files for two years after annual cut-off, then are retired to the Washington National Records Center, Washington, DC 20409.

System manager(s) and address:

Chief, Air Force Security Clearance Office, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager, and should contain the full name, including any former names, grade, date of birth and Social Security Number.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information is received from investigative reports from federal investigative agencies, personnel and medical records, board reports, correspondence from offices and organizations of assignment, and from commanders, supervisors, witnesses and individuals, from security, and investigative personnel and from Air Staff offices, offices of the Secretary of the Air Force.

Exemptions claimed for the system:

Parts of this system may be exempt from section 552a(k)(5). For additional information, contact the System Manager.

F205 AFSCO B

System name:

205 AFSCO B Presidential Support Files.

System location:

Primary System at the Air Force Security Clearance Office, Washington, DC 20330. Decentralized segments are located at security police offices for units having a Presidential Support mission and those units from which personnel are nominated or assigned to Presidential Support duties.

Categories of individuals covered by the system:

Those Air Force military and civilian personnel who are nominated or assigned to authorized, designated positions involving Presidential Support duties on either a full or part-time basis.

Categories of records in the system:

Nomination Files include reports of investigation by the Defense Investigative Service and by other Federal investigative agencies; correspondence between the Air Force Security Clearance Office and units, installations, contractors and major commands, investigative agencies, security offices, Air Staff offices and offices of the Secretary of the Air Force, the office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, the Office of the Director, White House Military Office, medical evaluations, statements by nominees, summaries and evaluations of investigative information. Assignment Record Files include letters of notification of selection and quarterly rosters of all assigned personnel listed alphabetically by organization.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; implementing Department of Defense Directive 5210.55, Selection of DOD Military and Civilian Personnel and Contractor Employees for Assignment duties; and Department of Defense Regulation 5200-2R, DOD Personnel Security Program.

Purpose(s):

Nomination files are temporary files used to evaluate the background, character, suitability and qualifications of nominees being considered for selection to positions requiring regular or frequent contact with the President or access to Presidential facilities or modes of transportation. Files are reviewed and evaluated by staff members at each level in the selection process, by medical facility staff members, by the Air Force Security Clearance Office, and and other appropriate Air Staff office, by the Office of the Administrative Assistant to the Secretary of the Air Force, and by the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense. Files are reviewed by the Office of the Director, White House Military Office and contractor personnel files may be reviewed by the contractor and by the U.S. Secret Service. Assignment Record Files are originated from data in the Nomination Files to locate, identify, control, manage, and administer individuals selected for assignment to Presidential Support duties, to initiate assignment actions after final selection, to notify medical facilities, and to prepare the quarterly listing of individuals assigned to the program for submission to the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, to major command and units and Security Police offices having a Presidential support mission, and submission to the Office of the Director, White House Military Office and to contractors. Presidential Support mission. Assignment Record Files at locations other than the Air Force Security Clearance Office are merely duplicate copies of the file copy. File copies are retained at the Air Force Security Clearance Office to permit record access and to record the accountability of disclosures of the Nomination Files.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders and on computer paper output products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system, by person responsible for servicing the record system in performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes and vaults.

Retention and disposal:

Upon completion of final favorable determination of selection, Nomination Files are destroyed by tearing into pieces, shredding, pulping, or burning and are replaced by Assignment Record Files. Assignment Record Files for individuals are retained during the period of assignment or for five years, whichever is longer, as the disclosure accountability record, then are destroyed by tearing into pieces, shredding, pulping, or burning except for the file copy which is kept by the System Manager for five years for disclosure accounting. Assignment Record Files in quarterly roster listing form are destroyed when superseded by the next quarterly roster by tearing into pieces, shredding, pulping, or burning. Nomination Files for personnel not selected are retained in the office of nonselection or at the Air Force Security Clearance Office for one year after the date of nonselection, at which time they are destroyed by tearing into pieces, shredding, pulping, or burning.

System manager(s) and address:

Presidential Support Security Specialist, Air Force Security Clearance Office, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Requests should contain the full name, military or civilian grade, date of birth, position in unit or contracting firm, the date of nomination or nonselection, or the unit or organization to which assigned, location and period of assignment.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from the individual, from reports from Federal investigative agencies, miliatary and civilian contractor personnel records, and military medical records, correspondence from military and civilian law enforcement and Security Police offices, major command staff offices, Air Staff offices, offices of the Secretary of the Air Force, the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, Office of the Director, White House Military Office and other Federal agencies and office of the Executive and Legislative Branches.

Exemptions claimed for the system:

None.

F205 AFSCO C

System name:

205 AFSCO C Personnel Security Clearance and Investigation Records.

System location:

Air Force Security Clearance Office, Washington, DC 20330, Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150, Air Force units, personnel offices, Security Police elements at all Air Force installations, Air Force Academy, CO, and Air Force ROTC Headquarters, Maxwell Air Force Base, AL.

Categories of individuals covered by the system:

Air Force military and civilian personnel and applicants including Air Force Reserve and Air National Guard personnel, Air Force Academy and Air Force ROTC Cadets, Air Force contractors requiring unescorted entry or special access, Nonappropriated Fund Instrumentality personnel at Air Force installations and overseas educators at Air Force installations.

Categories of records in the system:

System includes clearance status and eligibility records.

Authority for maintenance of the system:

Executive Orders 9838; 10450; and 11652; 10 USC 8012 Secretary of the Air Force: Powers and duties; delegation by; as implemented by DOD Regulation 5200.2R, DOD Personnel Security Program.

Purpose(s):

Records are used to grant access to classified information or unescorted entry to restricted areas; to record completion of investigative requirements for enlistment, induction, appointment, commissioning, assignment to sensitive positions, duty or training; to grant special access for special programs or projects; to determine investigative requirements needed for assignment; to record status of investigative actions; to record date of separation; to record adjudicative determinations of ineligibility for enlistment, induction, commissioning, retention, appointment, assignment, clearance or access.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on computer and computer output products.

Retrievability:

Filed by name and Social Security Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms or in security file containers/cabinets or vaults, and controlled by computer system software and personnel screening.

Retention and disposal:

Records are retained in computer systems for two years after separation, deleted. A Reserve commitment are retained until commitment is fulfilled, then Computer printouts are temporary record. and are destroyed when replaced by more recent listing. Paper records are destroyed by tearing into pieces, shredding, pulping or burning. Computer storage devices are overwritten or erased.

System manager(s) and address:

Chief, Air Force Security Clearance Office, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Provide full name, including maiden name if applicable, and Social Security Number.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from the individual, investigative reports, medical facilities, police and law enforcement offices, personnel documents, Air Force Special Security Files and Special Security Case Files.

Exemptions claimed for the system:

None.

F205 AFSP A

System name:

205 AFSP A Requests for Access to Classified Information by Historical Researchers.

System location:

AFOPA-MB, 1221 South Fern Street, Room D159, Arlington, VA 22202.

Categories of individuals covered by the system:

All persons outside the Executive Branch of the United States Government who request access to classified information for historical research purposes.

Categories of records in the system:

Basic biographical data on the requestor, letters of requests, letters granting access or denial and statement signed by the requestor explaining the conditions governing access.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used to determine the trustworthiness of individuals for whom access is requested, authorize or deny access based on this determination and prescribe locations, schedules and circumstances in which research may be conducted. Biographical data is disseminated to the Defense Investigative Service, the Department of Justice, the Air Force Office of Special Investigations and the Air Force Security Clearance Office.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly cleared for need to know. Records are stored in safes.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Magazine and Book Branch Secretary of the Air Force Office of Public Affairs.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Chief Magazine and Book Branch Secretary of the Air Force Office of Public Affairs. Written requests should be notarized. Personal visits require positive identification such as Military ID card, drivers license, SSN, date of birth, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from the individual, police and investigating officers, and the Department of Justice.

Exemptions claimed for the system:

None.

F210 ESC A

System name:

210 ESC A Historical Research and Retrieval System (HORRS).

System location:

Command Historical Office, Headquarters Electronic Security Command (HQ ESC), San Antonio, TX 78243.

Categories of individuals covered by the system:

Military and civilian members of ESC, including active, retired, and deceased personnel. Primarily, names of key personnel, such as commanders, operations officers, and other staff personnel mentioned in command histories and special studies, are filed in this system and are retrievable by name.

Categories of records in the system:

Coded abstracts of command history items or extracts from other documents retained for historical purposes. Will include name, rank, unit assigned, position occupied, and any historically noteworthy achievements of individuals reflected in the document from which information was extracted.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by as implemented by Air Force Regulation (AFR) 210-1, Regulation for Air Force Historians.

Purpose(s):

Research reference file used by HQ ESC Historical Office to satisfy requests for Air Force Special Intelligence (SI) historical information received from individuals within the DOD and other government agencies. Information is also used as research material for preparing special studies and monographs, and to answer requests for information under the Freedom of Information Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in bound, paper copies; jacketed microfiche; and computer magnetic tapes, discs, and computer products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers. The computer file is kept in a locked room.

Retention and disposal:

Microfiche and paper copies of records, including ADP products, are retained in office files until no longer needed for reference, then destroyed by burning or pulping. Computer tapes are destroyed by overwriting.

System manager(s) and address:

Command Historian, HQ ESC/HO, San Antonio, TX 78243.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from the System Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is obtained from command histories, special studies, monographs, end-of-tour reports, oral histories, and other reference material.

Exemptions claimed for the system:

None.

F213 AF MP A

System name:

213 AF MP A Individual Class Record Form.

System location:

At Air Force Installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Military and civilian personnel who are enrolled in educational programs conducted on base.

Categories of records in the system:

Identifies courses, sources of funding, tuition payments.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Regulation 213-1, Operation and Administration of the Air Force Education Services Program.

Purpose(s):

Used by educational services personnel to compile reports, to expedite return of borrowed books or equipment, and to control tuition payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until classes are completed or until borrowed materials are returned and all monies are paid. Then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Chief, Education Branch.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.

F211 AF MP A

System name:

F211 AF MP A—Family Services Volunteer Record.

System location:

Family Services offices at all Air Force installations. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Categories of individuals covered by the system:

All volunteers participating in the program and former participants.

Categories of records in the system:

As a minimum, the file contains forms and general correspondence by name, Social Security Number, address, and associated information relating to an individual volunteer's training, honors/awards, participation, and associated actions.

Authority for maintenance of the system:

10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; and Air Force Regulation 211-24, "Family Services Program".

Purpose(s):

To document an individual volunteer's training, honors/awards, participation, and associated actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Air Force's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets or card files.

Retrievability:

Retrieved by name.

Safeguards:

Records from this system of records may be accessed by person(s) in performance of official duties who are properly screened and cleared for need-to-know. Records will be maintained in locked rooms.

Retention and disposal:

In active volunteer status, retained indefinitely or until superseded. The record of a volunteer who transfers or who has not been credited with participation in a 90-day period is placed in an inactive file and destroyed after 2 years by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief or Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Family Services Office of the Air Force installation in question or to the Assistant Deputy Chief or Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Record access procedures:

Individuals seeking access to records contained in this system of records should address written inquiries to the Family Services Office of the Air Force installation in question or to the Assistant Deputy Chief or Staff/Personnel for Military Personnel, Randolph Air Force Base, TX 78150-6001. Official mailing addresses are published as an appendix to the Air Force's compilation of systems of records.

Contesting record procedures:

The Department of the Air Force rules for accessing records and for contesting contents and appealing initial determinations are published in Air Force Regulation 12-35; 32 CFR Part 806b; or may be obtained from the system manager.

Record source categories:

Information obtained from individual volunteer or is based on program participation as documented by other means.

Exemptions claimed for the system:

None.

F213 AFWB A

System name:

213 MPC A Air Force Educational Assistance Loans.

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78150.

Categories of individuals covered by the system:

1961, 1962 and 1963 dependents of active duty Air Force military members who received educational assistance loans.

Categories of records in the system:

Files contain loan agreement documents made with loan recipients, related documentation between Executive Secretariat/Air Force Welfare Board (AFWB) and college/university registrars, retained copies of documents and correspondence received from or sent to loan recipients; and individual ledger cards reflecting accounting data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used for loan follow-up.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Files are retained until paid in full at which time the original loan agreement is returned to the loan recipient.

System manager(s) and address:

Executive Secretary, Air Force Welfare Board, Randolph Air Force Base, TX 78150-6001.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Original loan agreements generated by the loan recipient; correspondence received from or sent to loan recipients; certifications from college/university registrars as to receipt of payment for tuition, school supplies and other educational expenses.

Exemptions claimed for the system:

None.

F215 AFA A

System name:

215 AFA A Library Authorized Patron File.

System location:

USAF Academy Library, United States Air Force Academy, Colorado Springs, CO 80840-5721.

Categories of individuals covered by the system:

All Academy military and civilian personnel and cadets, specially authorized non-base library patrons.

Categories of records in the system:

Social security number, library card number, name, base or home address, privilege code, statistical code, base organizational affiliation code, telephone number(s), expiration date, number of cards issued, service code (if appropriate), graduate school code (if appropriate) for special borrowers, and dfsiv training code (if appropriate), expiration data for special borrower privileges.

Authority for maintenance of the system:

10 United States Code Chapter 903, United States Air Force Academy.

Purpose(s):

Used by Library and Visual Information personnel to fully identify patrons to whom library material is charged in operation of the Library's automated circulation control system, to follow up on delinquent borrowers by generation of overdue notices, and to clear departing patrons and delete their names from the file, and to issue library cards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in computer and computer output products, and on paper application forms.

Retrievability.

Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for library circulation control operation in the performance of their office duties. Computer storage devices are protected by computer system software. Paper files are stored in locked cabinets in restricted areas.

Retention and disposal:

Patron data is deleted from master files maintained on computer when outgoing clearance is accomplished. Paper forms are destroyed when no longer needed.

System manager(s) and address:

Director of Academy Libraries, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Request from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and is published in Air Force Regulation 12-35.

Record source categories:

Individual.

Exemptions claimed for the system:

None.

F215 AFA B

System name:

215 AFA B Library/Special Collections Records.

System location:

USAF Academy Library, United States Air Force Academy, Colorado Springs, CO 80840-5721.

Categories of individuals covered by the system:

Cadets, Air Force active duty personnel, members of boards and committees associated with Academy operations (Board of Visitors, General Officer Advisory Committee, etc.), faculty, staff and graduates of USAF Academy.

Categories of records in the system:

This system consists of the following categories of information or subsystems: (1) Index by name to persons in historical photographs and on official officer rosters; (2) historical rosters of cadet wing, cadet class rosters, files of orders, grade lists contained in historical course materials, athletic squad rosters; (3) index by name, date of service on each board or committee; (4) dissertations, thesis, books, articles, published reports furnished by individual concerned.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

(1) To identify individuals with their periods of service at the Academy and connection with historic Academy events as recorded in photographs and/or biographical data. (2) Used by faculty, staff and cadets working on history and operations of the Academy. (3) To identify and individual's service on official Academy boards and committees. (4) Publication collection is a traditional library function to show scholarly achievements on an institution of higher education, for use in accreditation reports and as a central reference resource.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files, photographs, file folders, visible file binders/cabinets and on roll microfilm.

Retrievability:

By name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties and are maintained in locked cabinets or rooms.

Retention and disposal:

Library special collection is retained permanently at the USAF Academy Library.

System manager(s) and address:

Director of Academy Libraries, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Card catalog is prepared manually by Library personnel from photograph identification captions, officer rosters, historical materials and records. Materials generated by Superintendent, Dean of Faculty agencies, Commandant of Cadet agencies, Director of Athletics, Registrar, Staff Agencies. Publications are supplied by individuals concerned.

Exemptions claimed for the system:

F215 AU A

System name:

Air University (AU) Library Patron Database.

System location:

Primary Site: Air University Library, Bldg 1405, Maxwell AFB, AL 36112-5564. Branch: USAF Senior NCO Academy Library, Bldg 1110, Gunter AFS, AL 36114-5732.

Categories of individuals covered by the system:

Military and civilian students in the various schools of Air University; active-duty Air Force personnel assigned to Maxwell AFB and Gunter AFS; civilian federal employees at Maxwell and Gunter; military retirees living in the area; students at local universities whose libraries have a reciprocity agreement with AUL.

Categories of records in the system:

Name, rank, SSN, local address and phone and/or base address on phone, type-of-patron and library-privilege codes, expiration date of patron registration.

Authority for maintenance of the system:

War Department General Order No. 18 (May 25, 1920) (authorized establishment of The Air Service School, the first Air University predecessor, at Langley Field); Air University General Order No. 35 (August 26, 1949) (authorized establishment of Air University Library); Executive Order 9397.

Purpose(s):

To allow Library Circulation staff to carry out the following tasks required for operating an automated circulation system: Create and maintain records identifying individuals as authorized borrowers; issue library cards bearing authorization number; charge materials out to properly-identified patronship produce overdue notices for follow-up of delinquent borrowers; clear records of departing patrons and delete their names from the data base of authorized borrowers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from the system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on computer storage devices.

Retrievability:

By name, SSN, and library card bar code number.

Safeguards:

Records are accessed by Library Circulation staff in the performance of their duties, and by Library Systems staff in performing system maintenance. Access is by password through terminals restricted to staff use only, and data is further secured in computer storage devices protected by system software.

Retention and disposal:

Patron records of military members attending Air University schools are purged from the system according to graduation date of the schools. All other patron records are purged three years from registration date. Printouts are destroyed by tearing them into pieces.

System manager(s) and address:

Systems Librarian, AUL/LSS, Bldg 1405, Maxwell AFB, AL 36112-5564.

Notification procedure:

Inquiries should be directed to the System Manager.

Record access procedures:

Individual may ask the System Manager for access to his/her own record.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35 (32 CFR part 806b).

Record source categories:

Data input from information provided by individual orally and/or on patron registration form; data, loaded from magnetic computer tape, obtained from MPC data bases such as the Pipeline Management System.

Exemptions claimed for the system:

None.

F265 AFA A

System name:

265 AFA A Cadet Chaplain Records.

System location:

United States Air Force Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Air Force Academy Cadets.

Categories of records in the system:

Religious affiliation, background and religious interests and choir audition consisting of musical capabilities.

Authority for maintenance of the system:

10 USC 9331, Establishment; Superintendent; faculty, and 9337, Chaplain.

Purpose(s): (1) Identify incoming Fourth Class Cadets religious affiliation, religious background data and religious interests. Cadet Chaplains use this information to organize cadet lay participation as ushers, choir members, lay readers, lectors, commentators, and religious education teachers. Cadet chaplains and chapel managers assigned to the USAF Academy Cadet Chaplain's Office use this information. (2) Choir audition record identifies incoming cadet's musical capabilities and the music directors use this information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer output products and in card files.

Retrievability:

Filed by name and Social Security Number.

Safeguards:

Records are accessed by the custodian, by person(s) responsible for servicing the record system in the course of their official duties, and by authorized personnel who are properly cleared for need to know. Records are stored in locked rooms and on computer storage devices protected by computer system software.

Retention and disposal:

Destroyed one year after graduation.

System manager(s) and address:

USAF Academy Command Chaplain.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from individual cadet.

Exemptions claimed for the system:

None.

F265 HC A

System name:

265 HC D Non-Chaplain Ecclesiastical Endorsement Files.

System location:

Records maintained at the Office of the Chaplain for the installation where employed. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Military/civilians authorized to function as Lay Leaders, Auxiliary Chaplains, Ushers, Lectors, etc.

Categories of records in the system:

Certification from religious denomination that the individual is qualified to function as Lay Leader or Auxiliary Chaplain.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Determining qualifications of individuals to serve as Lay Leader or Auxiliary Chaplain.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Returned to issuing denomination if requested.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Request access from Senior Installation Chaplain.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Denominational agency endorsing individual to function.

Exemptions claimed for the system:

None.

F265 HC B

System name:

265 HC B Chaplain Personnel Roster.

System location:

Headquarters United States Air Force, Washington, DC 20330. Air Reserve Personnel Center, Denver, CO 80280. Headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force civilian employees, Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Organization and station, manpower authorization records, statistical grade codes, Air Force specialty codes, name, Social Security Number, current rank, date of current rank, religious denomination code symbol, date of separation or service commitment, date of birth, effective date of current assignment.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Insuring adequate manning of Reserve, Air National Guard, and civilian auxiliary authorizations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and note books/binders.

Retrievability:

Filed by name. Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Record are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Request for access may be made to the Major Command Chaplain of the nearest major command. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting atiaa determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from automated system interfaces and from individuals.

Exemptions claimed for the system:

None.

F265 HC C

System name:

265 HC C Directory of Active Duty and Retired Chaplains.

System location:

Primary location: Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330. Decentralized location: At offices of each active duty and retired chaplain. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force active duty officer personnel, retired Air Force military personnel. all Air Force active duty and retired Chaplains.

Categories of records in the system:

Name, current mailing address, home state, religious denomination.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used by Chaplains as a ready reference in referring counselees to other Chaplain counselors by name.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Each Chaplain listed in the Directory has access as custodian of the record system stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Active duty addresses from assignment action documents at Headquarters United States Air Force; retiree addresses from individual retirees.

Exemptions claimed for the system:

None.

F265 HC D

System name:

265 HC D Records on Baptisms, Marriages and Funerals by Air Force Chaplains.

System location:

Washington National Records Center, Washington, DC 20409. 1955 to 1958 Records Group, Modern Military Branch, Military Archives Division, National Archives Service, Washington, DC 20408; 1949 to 1955 Records Group.

Categories of individuals covered by the system:

Military and civilian personnel, marriages, military and dependent personnel, baptisms, military and dependent personnel, funerals.

Categories of records in the system:

Record of baptisms, marriages and funerals performed by Air Force Chaplains.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Records of rites performed by Air Force Chaplains used to verify rites performed for individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Fifty-year retention 1955 to 1958, Washington National Records Center, Washington, DC 20409; Year Group 1949 to 1955 retained at Modern Military Branch, Military Archives Division, National Archives and Records Administration, Washington, DC 20408; system discontinued after 1958.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information from individuals and Air Force Chaplains reporting rites.

Exemptions claimed for the system:

None.

F900 AF MP A

System name:

900 AF MP A Military Decorations.

System location:

Directorate of Personnel Program Actions, Headquarters Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty military personnel. Air Force Reserve personnel. Air National Guard personnel.

Categories of records in the system:

Supervisory evaluation of duty performance with comments by commanders at intermediate levels.

Authority for maintenance of the system:

10 USC Chapter 857, Decorations and Awards; as implemented by Air Force Regulation 900-48, Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices.

Purpose(s):

Award of military decorations - used by award approval authorities to determine qualification for recognition through award of a decoration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Destroyed 1 year after completion by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff/Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX 78150.

Notification procedure:

Requests from individuals should be addressed to the System Manager or individuals may contact agency officials at respective locations in order to exercise their rights under the act.

Record access procedures:

Same procedures as for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Supervisors' evaluations.

Exemptions claimed for the system:

None.

F900 AF MP B

System name:

900 AF MP B Suggestions, Inventions, Scientific Achievements.

System location:

Directorate of Personnel Program Actions, Headquarters Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78150. Headquarters of major commands and separate operating agencies and base personnel offices. Official mailing addresses are in the Department of Defense Directory in the appendix to the component's systems notices.

Categories of individuals covered by the system:

Air Force military members and civilian employees.

Categories of records in the system:

Files include suggestion forms, evaluations and substantiating documentation consisting of forms, certificates, administrative correspondence; records of committee actions; award actions; reports.

Authority for maintenance of the system:

10 USC 1124, Cash awards for suggestions, inventions or scientific achievements; as implemented by Air Force Regulation 900-4, The Air Force Suggestion Program, and Air Force Manual 900-132, Suggestion Program Data System: P073/UG Users Manual.

Purpose(s):

Files are originated when personnel initiate a suggestion, invention, or scientific achievement. Case files are reviewed by the Suggestion Office personnel, and are referred to the Suggestion Awards Committee for review when required by governing directives. Individual name files are retained not more than one full year after close of year in which the final action was taken. Records of committee actions are retained for two years. Copy of approved award is filed in civilian employee's official personnel file. Copy of approved award is not retained elsewhere for military member.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on cards.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the records in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained for one year after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, TX.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from source document (Suggestion Form) include name, Social Security Number, job title, home or mailing address, grade and organizational address.

Exemptions claimed for the system:

None.

F900 AFA A

System name:

900 AFA A Cadet Awards Files.

System location:

United States Air Force Academy, USAF Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Relatives of deceased persons who are memorialized through cadet awards and any former USAF Academy cadet who has been honorably discharged because of being crippled, disabled, or blinded while enrolled at the USAF Academy, or because of the discovery of a physical defect after entering the USAF Academy.

Categories of records in the system:

Cadet Awards files by award area, including background on person memorialized, donor financial arrangements, record of award winners and administrative history and military, academic and medical information on individual considered for award, financial status of parents or guardian and/or candidate.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy.

Purpose(s):

For continuing award sponsorship business with donors, which consist of private individuals, patriotic and veteran organizations, and major air command and used by Cadet Awards Council to aid in their selection of individuals to receive annual award presented to disabled former cadets.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be disclosed to donors.

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Awards Council Chairman and appointed project officer are only persons reviewing financial statements.

Retention and disposal:

Records are maintained five years in office area before retiring to base staging area for 45 additional years.

System manager(s) and address:

Dean of Faculty, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from educational institutions, from individual or next of kin.

Exemptions claimed for the system:

None.

F900 AFA B

System name:

900 AFA B Thomas D. White National Defense Award.

System location:

United States Air Force Academy, Colorado Springs, CO 80840.

Categories of individuals covered by the system:

Living U.S. citizens who have contributed significantly to the national defense and security of the United States.

Categories of records in the system:

Nominations and supporting biographical information on nominees for the Thomas D. White Defense Award.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Data pertaining to the Thomas D. White National Defense Award is used by a selection board in identifying an appropriate recipient for the award. The elements, which may consist of citations, certificates, and/or trophies are prepared using information provided by the nominating activity.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on microfiche.

Retrievability:

By name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation.

System manager(s) and address:

Deputy Chief of Staff/Personnel, USAF Academy, Colorado Springs, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager and are published in Air Force Regulation 12-35.

Record source categories:

Information obtained from previous employers and from the individual.

Exemptions claimed for the system:

None.

F900 DAY A

System name:

900 DAY A Annual Outstanding Air Force Administration and Executive Support Awards.

System location:

Primary system at the Administrative Systems Management Division, Directorate of Administration, Headquarters United States Air Force, Washington, DC 20330. Decentralized segments may be found within Administration offices and at nominating units. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Air Force active duty military personnel.

Categories of records in the system:

Files include unit or command nomination letters; letters of commendation citing nominees for their achievements and selection as outstanding administrators; 'Hometown News Release Data,' for military personnel; 'Civilian News Data,' for civilian personnel.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by.

Purpose(s):

Used for review and selection of award recipients by committee. Further use is for preparation of certificates of recognition; letters of commendation, and preparation of news articles recognizing individual award recipients.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name within major command or separate operating agency sequence.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Administration, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Individual must give name and organization of assignment. The individual may visit the Director or Chief of Administration, or the Privacy Officer, of any installation.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from the individual's supervisor.

Exemptions claimed for the system:

None.

F900 TAC A

System name:

900 TAC A Special Awards File.

System location:

Headquarters Tactical Air Command, Langley Air Force Base, VA 23665-5001.

Categories of individuals covered by the system:

Air Force active duty military personnel, civilian employees and retired Air Force officers who are or were formerly assigned to Tactical Air Command.

Categories of records in the system:

Alphabetical file containing limited award and biographical data on TAC personnel where awards have been approved and may be used for reference in future. File is informational in nature and action does not result therefrom.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: Powers and duties; delegation by and 8074, Commands: Territorial organization, and Air Force Regulation 900-48, Decorations, Service and Achievement Awards, Unit Awards, Special Badges, and Devices, TAC Sup 1, and Air Force Regulation 900-29, Special Trophies and Awards, TAC Sup 1.

Purpose(s):

Used by Command Awards Branch for reference.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff, Personnel, Tactical Air Command, Langley Air Force Base, VA 23665.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from previous employers and source documents such as reports.

Exemptions claimed for the system:

None.

DEPARTMENT OF THE AIR FORCE ADDRESS DIRECTORY

OFFICE OF THE SECRETARY OF THE AIR FORCE

and

HEADQUARTERS UNITED STATES AIR FORCE

(Located Within the Washington, DC area)

Office of the Secretary of the Air Force
Washington, D.C. 20330

Assistant Secretary of the Air Force
(Financial Management)
Washington, D.C. 20330

Assistant Secretary of the Air Force
(Research and Development & Logistics)
Washington, D.C. 20330

Assistant Secretary of the Air Force
(Manpower, Reserve Affairs & Installations)
Washington, D.C. 20330

Administrative Assistant to the
Secretary of the Air Force
Washington, D.C. 20330

General Counsel Department of the Air Force
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Legislative Liaison
Washington,

Office of the Secretary of the Air Force
Director, Office of Public Affairs
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Office of Space Systems
Washington, D.C. 20330

Chief of Staff
United States Air Force
Washington, D.C. 20330

Vice Chief of Staff
United States Air Force

Washington, D.C. 20330

Assistant Vice Chief of Staff
United States Air Force
Washington, D.C. 20330

Chief Scientist
United States Air Force
Washington, D.C. 20330

Surgeon General
United States Air Force
Washington, D.C. 20330

Inspector General of the Air Force
Washington, D.C. 20330

The Judge Advocate General
United States Air Force
Washington, D.C. 20330

Assistant Chief of Staff, Intelligence
United States Air Force
Washington, D.C. 20330

Chief, National Guard Bureau
Washington, D.C. 20330

Chief, Air Force Reserve
Washington, D.C. 20330

Assistant Chief of Staff, Studies and Analysis
United States Air Force
Washington, D.C. 20330

Chief of Chaplains
United States Air Force
Washington, D.C. 20330

Director of Administration
United States Air Force
Washington, D.C. 20330

Comptroller of the Air Force
Washington, D.C. 20330

Assistant Chief of Staff, Communications and
Computer Resources
United States Air Force
Washington, D.C. 20330

Chief, Office of Air Force History
United States Air Force
Washington, D.C. 20330

Chief, Security Police
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Personnel
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Programs and Evaluation
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Operations Plans and Readiness
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Research, Development & Acquisition
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Logistics and Engineering
United States Air Force
Washington, D.C. 20330

OFFICE OF THE SECRETARY OF THE AIR FORCE
and
HEADQUARTERS UNITED STATES AIR FORCE
(Located Outside the Washington, DC area)

Assistant DCS/Personnel - Military Personnel
Randolph Air Force Base, TX 78148

Auditor General
Norton Air Force Base, CA 92409

Deputy Inspector General for Inspection & Safety
Norton Air Force Base, CA 92409

Director of Accounting & Finance
Denver, CO 80279

MAJOR COMMANDS, SEPARATE OPERATING AGENCIES
and
DIRECT REPORTING UNITS

Aerospace Defense Center
Peterson Air Force Base, CO 80914

Air Force Accounting and Finance Center
Denver, CO 80279

Air Force Audit Agency
Norton Air Force Base, CA 92409

Air Force Combat Operations Staff
The Pentagon
Washington DC 20330

Air Force Communications Command
Scott Air Force Base, IL 62225

Air Force Commissary Service
Kelly Air Force Base, TX 78241

Air Force Engineering and Services Center
Kelly Air Force Base, TX 78241

Air Force Inspection and Safety Center
Norton Air Force Base, CA 92409

Air Force Intelligence Service
Bolling Air Force Base, DC 20332

Air Force Logistics Command
Wright-Patterson Air Force Base, OH 45433

Air Force Manpower and Personnel Center
Randolph Air Force Base, TX 78148

Air Force Medical Service Center
Brooks Air Force Base, TX 78235

Air Force Office of Special Investigations
Washington, DC 20314

Air Force Reserve
Robins Air Force Base, GA 31098

Air Force Service Information and News Center
Kelly Air Force Base, TX 78241

Air Force Systems Command
Andrews Air Force Base, DC 20334

Air Force Test and Evaluation Center
Kirtland Air Force Base, NM 87117

Air National Guard Support Center
Andrews Air Force Base, MD 20334

Air Reserve Personnel Center
Denver, CO 80280

Air Training Command
Randolph Air Force Base, TX 78148

Electronic Security Command
San Antonio, TX 78243

Alaskan Air Command
Elmendorf AFB AK 99506

Commander-in-Chief
United States Air Forces Europe
APO New York 09012

Commander-in-Chief
Pacific Air Forces
Hickam AFB HI 96853

Commander-in-Chief
Strategic Air Command
Offutt Air Force Base, NE 68113

Commander-in-Chief
Military Airlift Command
Scott Air Force Base, IL 62225

Tactical Air Command
Langley Air Force Base, VA 23665

United States Air Force Academy
USAF Academy, CO 80840

1947 Administrative Support Group
Washington, DC 20330

AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

(Districts and Detachments)

Air Force Office of Special Investigations
Washington DC 20314

AFOSI District 1
Pease Air Force Base, NH 03801

AFOSI Detachment 102
Hanscom Air Force Base, MA 01731

AFOSI Detachment 106
Loring Air Force Base, ME 04751

AFOSI Detachment 109
Griffiss Air Force Base, NY 13441

AFOSI Detachment 110
Hancock Field, NY 13225

AFOSI Detachment 111
Plattsburgh Air Force Base, NY 12903

AFOSI District 4
Andrews Air Force Base, DC 20331

AFOSI Detachment 403
Dover Air Force Base, DE 19901

AFOSI Detachment 411
Bolling Air Force Base, DC 20332

AFOSI Detachment 412
26 Federal Plaza, Room 1759
New York, NY 10007

AFOSI Detachment 413
McGuire Air Force Base, NJ 08641

AFOSI Detachment 414
Ft George G. Meade MD 20755

AFOSI District 5
Wright-Patterson Air Force Base, OH 45433

AFOSI Detachment 507
Selfridge Air National Guard Base, MI 48045

AFOSI Detachment 509
Wurtsmith Air Force Base, MI 48753

AFOSI Detachment 512
K I Sawyer Air Force Base, MI 49843

AFOSI Detachment 515
Grissom Air Force Base, IN 46971

AFOSI Detachment 516
Scott Air Force Base, IL 62225

AFOSI Detachment 518
Newark AFS, OH 32925

AFOSI District 7
Patrick Air Force Base, FL 32925

AFOSI Detachment 707
Homestead Air Force Base, FL 33039

AFOSI Detachment 709
MacDill Air Force Base, FL 33608

AFOSI Detachment 710
Eglin Air Force Base, FL 32542

AFOSI Detachment 711
Tyndall Air Force Base, FL 32403

AFOSI Detachment 712
Robins Air Force Base, GA 31098

AFOSI Detachment 716
Eglin Air Force Auxiliary Field 9, FL 32544

AFOSI Detachment 717
Moody Air Force Base, GA 31601

AFOSI District 8
Maxwell Air Force Base, AL 36112

AFOSI Detachment 810
England Air Force Base, LA 71301

AFOSI Detachment 811
Columbus Air Force Base, MS 39701

AFOSI Detachment 812
Keesler Air Force Base, MS 39534

AFOSI Detachment 813
Little Rock Air Force Base, AR 72076

AFOSI Detachment 814
Blytheville Air Force Base, AR 72315

AFOSI Detachment 815
Barksdale Air Force Base, LA 71110

AFOSI District 10
San Antonio Air Force Station,
Box 8678, Wainwright
San Antonio TX 78208

AFOSI Detachment 1001
Bergstrom Air Force Base, TX 78743

AFOSI Detachment 1008
Goodfellow Air Force Base, TX 76901

AFOSI Detachment 1012
Lackland Air Force Base, TX 78236

AFOSI Detachment 1014
Laughlin Air Force Base, TX 78840

AFOSI Detachment 1015
Randolph Air Force Base, TX 78148

AFOSI Detachment 1016
Kelly Air Force Base, TX 78241

AFOSI Detachment 1018
Brooks Air Force Base, TX 78235

AFOSI District 11
Tinker Air Force Base, OK 73145

AFOSI Detachment 1101
Altus Air Force Base, OK 73521

AFOSI Detachment 1108
Carswell Air Force Base, TX 76127

AFOSI Detachment 1110
Dyess Air7F607 Base, TX 79607

AFOSI Detachment 1114
Sheppard Air Force Base, TX 76311

AFOSI Detachment 1117
Reese Air Force Base, TX 79489

AFOSI District 13
Offutt Air Force Base, NE 68113

AFOSI Detachment 1302
Ellsworth Air Force Base, SD 57706

AFOSI Detachment 1306
Bldg 1218
McConnell Air Force Base, KS 67221

AFOSI Detachment 1312
Minot Air Force Base, ND 58705

AFOSI Detachment 1313
Grand Forks Air Force Base, ND 58205

AFOSI Detachment 1314
Whiteman Air Force Base, MO 65305

AFOSI Detachment 1315
Duluth IAP MN 55814

AFOSI District 14
Lowry Air Force Base, CO 80230

AFOSI Detachment 1401
Peterson Air Force Base, CO 80914

AFOSI Detachment 1402

F E Warren Air Force Base, WY 82001

AFOSI Detachment 1404
Hill Air Force Base, UT 84406

AFOSI Detachment 1405
USAF Academy, CO 80840

AFOSI District 17
Kirtland Air Force Base, NM 87117

AFOSI Detachment 1702
PO Box 609
Main Post Office
Clovis, NM 88101

AFOSI Detachment 1703
PO Box 15003
Tucson, AZ 85708

AFOSI Detachment 1704
PO Box 548
Holloman Air Force Base, NM 88330

AFOSI Detachment 1705
Luke Air Force Base, AZ 85309

AFOSI Detachment 1707
Williams Air Force Base, AZ 85224

AFOSI District 18
Norton Air Force Base, CA 92409

AFOSI Detachment 1801
Edwards Air Force Base, CA 93523

AFOSI Detachment 1802
George Air Force Base, CA 92392

AFOSI Detachment 1803
March Air Force Base, CA 92508
AFOSI Detachment 1810
Vandenberg Air Force Base, CA 93437

AFOSI Detachment 1811
PO Box 92960
Worldway Postal Center
Los Angeles, CA 90009

AFOSI Detachment 1812
Nellis Air Force Base, NV 89191

AFOSI District 19
Travis Air Force Base, CA 94535

AFOSI Detachment 1901
Beale Air Force Base, CA 95903

AFOSI Detachment 1902
Castle Air Force Base, CA 95342

AFOSI Detachment 1904
Mather Air Force Base, CA 95655

AFOSI Detachment 1905
McClellan Air Force Base, CA 95652

AFOSI Detachment 1910
Treasure Island, CA 94130

AFOSI District 20
McChord Air Force Base, WA 98438

AFOSI Detachment 2001
Fairchild Air Force Base, WA 99011

AFOSI Detachment 2006
Malmstrom Air Force Base, MT 59402

AFOSI Detachment 2007
Mt Home Air Force Base, ID 83648

AFOSI Detachment 2009
Kingsley Field, OR 97601

AFOSI District 21
Langley Air Force Base, VA 23665

AFOSI Detachment 2101
Pope Air Force Base, NC 28308

AFOSI Detachment 2102
Shaw Air Force Base, SC 29152

AFOSI Detachment 2103
Charleston Air Force Base, SC 29404

AFOSI Detachment 2104
Seymour Johnson Air Force Base, NC 27531

AFOSI Detachment 2105
Myrtle Beach Air Force Base, SC 29577

AFOSI District 30
APO Miami 09020

AFOSI District 41
APO San Francisco 96334

AFOSI District 42
APO San Francisco 96274

AFOSI Detachment 4201
APO San Francisco 96528

AFOSI District 43
APO San Francisco 96239

AFOSI District 44 Hickam AFB HI 96853

AFOSI District 45
APO San Francisco 96301

AFOSI Detachment 4502
APO San Francisco 96264

AFOSI Detachment 4506
APO San Francisco 96570

AFOSI District 46
APO San Francisco 96328

AFOSI Detachment 4606
APO San Francisco 96519

AFOSI District 62
APO New York 09120

AFOSI Detachment 6201
PO Box 42
FPO New York 09510

AFOSI Detachment 6202
APO New York 09179

AFOSI Detachment 6203
APO New York 09194

AFOSI Detachment 6204
APO New York 09238

AFOSI Detachment 6205
APO New York 09755

AFOSI Detachment 6206
APO New York 09193

AFOSI Detachment 6207
APO New York 09127

AFOSI District 65
APO New York 09794

AFOSI Detachment 6502
APO New York 09240

AFOSI Detachment 6505
APO New York 09794

AFOSI Detachment 6506
FPO New York 09520

AFOSI District 68
APO New York 09283

AFOSI Detachment 6801
APO New York 09286

AFOSI Detachment 6802
APO New York 09406

AFOSI District 70
APO New York 09332

AFOSI Detachment 7010
APO New York 09057

AFOSI Detachment 7011
APO New York 09132

AFOSI Detachment 7013
APO New York 09154

AFOSI Detachment 7014
APO New York 09109

AFOSI Detachment 7024
APO New York 09012

AFOSI Detachment 7028
APO New York 09611

AFOSI Detachment 7029
Box 245
APO New York 09080

AFOSI Detachment 7030
APO New York 09292

AFOSI Detachment 7031
APO New York 09860

AFOSI Detachment 7032
APO New York 09130

AFOSI Detachment 7033
APO New York 09123

AFOSI Detachment 7034
APO New York 09669

AFOSI District 71
APO New York 09223

AFOSI Detachment 7101
APO New York 09291

AFOSI District 72
PO Box 2200
APO New York 09205

AFOSI Detachment 7201
PO Box 2200
APO New York 09205

AFOSI District 81
APO Seattle 98742

AFOSI Detachment 8101
APO Seattle 98737

AIR FORCE RESERVE OFFICERS TRAINING CORPS UNITS

HQ, Air Force Reserve Officers Training Corps
Maxwell Air Force Base AL, 36112

AFROTC Detachment 5
Auburn University
Auburn, AL 36830

AFROTC Detachment 10
University of Alabama
University, AL 35486

AFROTC Detachment 12
Samford University
Birmingham, AL 35209

AFROTC Detachment 15
Tuskegee Institute
Tuskegee, AL 36088

AFROTC Detachment 17
Troy State University
Troy, AL 36081

AFROTC Detachment 19
Alabama State University
Montgomery, AL 36101

AFROTC Detachment 20
University of Arizona
Tucson, AZ 85721

AFROTC Detachment 25
Arizona State University
Tempe, AZ 85281

AFROTC Detachment 27
Northern Arizona University
Flagstaf, AZ 86001

AFROTC Detachment 30
University of Arkansas
Fayetteville, AR 72701

AFROTC Detachment 35
California State University Fresno
Fresno, CA 93710

AFROTC Detachment 40
Loyola University of Los Angeles
Los Angeles, CA 90045

AFROTC Detachment 45
California State University San Jose
San Jose
San Jose, CA 95114

AFROTC Detachment 55
University of California at Los Angeles
Los Angeles, CA 90024

AFROTC Detachment 60
University of Southern Calif
Los Angeles, CA 90007

AFROTC Detachment 75
California State University San Diego
San Diego, CA 92115

AFROTC Detachment 80
California State University San Francisco
San Francisco, CA 94132

AFROTC Detachment 85
University of California
Berkeley, CA 94720

AFROTC Detachment 90
Colorado State University
Ft Collins, CO 80521

AFROTC Detachment 100
University of Northern Colorado
Greeley, CO 80631

AFROTC Detachment 105
University of Colorado
Boulder, CO 80302

AFROTC Detachment 115
University of Connecticut
Storrs, CT 06268

AFROTC Detachment 130
Howard University
Wash, DC 20001

AFROTC Detachment 145
Florida State University
Tallahassee, FL 32306

AFROTC Detachment 150
University of Florida
Gainesville, FL 32601

AFROTC Detachment 155
University of Miami
Coral Gables, FL 33124

AFROTC Detachment 157
Embry-Riddle Aeronautical University
Daytona Beach, FL 32015

AFROTC Detachment 159
Florida Technological University
Orlando, FL 32816

AFROTC Detachment 160
University of Georgia
Athens, GA 30601

AFROTC Detachment 165
Georgia Institute of Technology
Atlanta, GA 30332

AFROTC Detachment 172
Valdosta State College
Valdosta, GA 31601

AFROTC Detachment 175
University of Hawaii
Honolulu, HI 96822

AFROTC Detachment 190
University of Illinois
Champaign, IL 61820

AFROTC Detachment 195
Illinois Institute of Technology
Chicago, IL 60616

AFROTC Detachment 205
Southern Illinois University
Carbondale, IL 62901

AFROTC Detachment 206
Southern Illinois University at Edwardsville
Edwardsville, IL 62025

AFROTC Detachment 207
Parks College of St Louis
Cahokia, IL 62206

AFROTC Detachment 215
Indiana University
Bloomington, IN 47401

AFROTC Detachment 220
Purdue University
Lafayette, IN 47906

AFROTC Detachment 225
University of Notre Dame
Notre, Dame IN 46556

AFROTC Detachment 240
University of Evansville
Evansville, IN 47704

AFROTC Detachment 250
Iowa State University
Ames, IA 50010

AFROTC Detachment 255
State University of Iowa
Iowa City, IA 52240

AFROTC Detachment 270
Kansas State University
Manhattan, KS 66504

AFROTC Detachment 280
University of Kansas
Lawrence, KS 66044

AFROTC Detachment 285
Washburn University of Topeka
Topeka, KS 66621

AFROTC Detachment 290
University of Kentucky
Lexington, KY 40506

AFROTC Detachment 295
University of Louisville
Louisville, KY 40208

AFROTC Detachment 305
Louisiana Polytechnic Institute
Ruston, LA 71270

AFROTC Detachment 310
Louisiana State University & A&M College
Baton Rouge, LA 70803

AFROTC Detachment
Grambling College
Grambling, LA 71245

AFROTC Detachment 315
University of Southwestern Louisiana
Lafayette, LA 70501

AFROTC Detachment 320
Tulane University
New Orleans, LA 70118

AFROTC Detachment 330
University of Maryland
College Park, MD 20742

AFROTC Detachment 330A
University of Maryland, Eastern Shore
Prince Anne, MD 21853

AFROTC Detachment 340
College of the Holy Cross
Worcester, MA 01610

AFROTC Detachment 345
Lowell Technological Institute
Lowell, MA 01854

AFROTC Detachment 365
Massachusetts Institute of Technology
Cambridge, MA 02139

AFROTC Detachment 370
University of Massachusetts
Amherst, MA 01002

nA R80
Michigan State University
East Lansing, MI 48823

AFROTC Detachment 390
University of Michigan
Ann Arbor, MI 48104

AFROTC Detachment 400
Michigan Technological University
Houghton, MI 49931

AFROTC Detachment 410
College of St Thomas
St Paul, MN 55101

AFROTC Detachment 415
University of Minnesota
Minneapolis, MN 55455

AFROTC Detachment 420 innesota
Duluth, MN 55812

AFROTC Detachment 425
Mississippi State University
State College, MS 39762

AFROTC Detachment 430
University of Mississippi
University MS 38677

AFROTC Detachment 432

University of Southern Mississippi
Hattisburg, MS 39401

AFROTC Detachment 434
Mississippi Valley State College
Itta Bena, MS 38941

AFROTC Detachment 437
Southeast Missouri State College
Cape Girardeau, MO 63701

AFROTC Detachment 440
University of Missouri
Columbia, MO 65201

AFROTC Detachment 450
Montana State University
Bozeman, MT 59715

AFROTC Detachment 465
University of Nebraska
Lincoln, NE 68508

AFROTC Detachment 470
University of Nebraska at Omaha
Omaha, NE 68101

AFROTC Detachment 475
University of New Hampshire
Durham, NH 03824

AFROTC Detachment 485
Rutgers The State University
New Brunswick, NJ 08903

AFROTC Detachment 490
Newark College of Engineering
Newark, NJ 07102

AFROTC Detachment 495
Stevens Institute of Technology
Hoboken, NJ 07030

AFROTC Detachment 505
New Mexico State University
Las Cruces, NM 88001

AFROTC Detachment 510
University of New Mexico
Albuquerque, NM 87106

AFROTC Detachment 520
Cornell University
Ithaca, NY 14850

AFROTC Detachment 535
Syracuse University
Syracuse, NY 13210

AFROTC Detachment 550
Ensselaer Polytechnselaer Polytechnic Institute
Troy, NY 12181

AFROTC Detachment 560
Manhattan College
Bronx, NY 10471

AFROTC Detachment 585
Duke University
Durham, NC 27706

AFROTC Detachment 590
University of North Carolina
Chapel Hill, NC 27514

AFROTC Detachment 595
North Carolina State University
Raleigh, NC 27606

AFROTC Detachment 600
East Carolina University, PO Box 2766
Greenville, NC 27834

AFROTC Detachment 605
North Carolina A & T State University
Greensboro, NC 27411

AFROTC Detachment 607
Fayetteville State University
Fayetteville, NC 28301

AFROTC Detachment 610
North Dakota State University of A & AS
Fargo, ND 58103

AFROTC Detachment 615
University of North Dakota
Grand Forks, ND 58201

AFROTC Detachment 620
Bowling Green State University
Bowling, Green OH 43402

AFROTC Detachment 630
Kent State University
Kent, OH 44240

AFROTC Detachment 640
Miami University
Oxford, OH 45056

AFROTC Detachment 645
Ohio State University
Columbus, OH 43210

AFROTC Detachment 646
Capital University
Columbus, OH 43209

AFROTC Detachment 650
Ohio University
Athens, OH 45701

AFROTC Detachment 660
University of Akron
Akron, OH 44304

AFROTC Detachment 665
University of Cincinnati
Cincinnati, OH 45221

AFROTC Detachment 670
Oklahoma State University

Stillwater, OK 74074

AFROTC Detachment 675
University of Oklahoma
Norman, OK 73069

AFROTC Detachment 685
Oregon State University
Corvallis, OR 97331

AFROTC Detachment 690
University of Oregon
Eugene, OR 97403

AFROTC Detachment 695
University of Portland
Portland, OR 97203

AFROTC Detachment 715
Lehigh University
Bethlehem, PA 18015

AFROTC Detachment 720
Pennsylvania State University
University Park, PA 16802

AFROTC Detachment 730
University of Pittsburgh
Pittsburgh, PA 15213

AFROTC Detachment 745
Grove City College
Grove City, PA 16127

AFROTC Detachment 752
Wilkes College
Wilkes Barre, PA 18703

AFROTC Detachment 755
University of Puerto Rico
Rio Piedras, PR 00931 edras, PR 00931

AFROTC Detachment 756
University of Puerto Rico
Mayaguez, PR 00708

AFROTC Detachment 765
The Citadel
Charleston, SC 29409

AFROTC Detachment 770
Clemson University
Clemson, SC 29631

AFROTC Detachment 772
Baptist College at Charleston
Charleston, SC 29411

AFROTC Detachment 775
University of South Carolina
Columbia, SC 29208

AFROTC Detachment 780
South Dakota State University
Brookings, SD 57006

AFROTC Detachment 785
Memphis State University
Memphis, TN 38111

AFROTC Detachment 790
Tennessee Agricultural &
Industrial State University
Nashville, TN 37203

AFROTC Detachment 800
University of Tennessee
Knoxville, TN 37916

AFROTC Detachment 805
Texas A&M University
College Stn, TX 77840

AFROTC Detachment 810
Baylor University
Waco, TX 76703

AFROTC Detachment 820
Texas Technological College
Lubbock, TX 79409

AFROTC Detachment 825
University of Texas
Austin, TX 78712

AFROTC Detachment 830
East Texas State College
Commerce, TX 75429

AFROTC Detachment 835
North Texas State College
Denton, TX 76203

AFROTC Detachment 837
Pan American University
Edinburg, TX 78539

AFROTC Detachment 840
Southwest Texas State College
San Marcos, TX 78666

AFROTC Detachment 842
Lamar State University of Technology
Beaumont, TX 77710

AFROTC Detachment 845
Texas Christian University
Ft Worth, TX 76129

AFROTC Detachment 847
Angelo State University
San Angelo, TX 76901

AFROTC Detachment 850
University of Utah
Salt Lake, City UT 84112

AFROTC Detachment 855
Brigham Young University
Provo, UT 84601

AFROTC Detachment 860

Utah State University
Logan, UT 84321

AFROTC Detachment 862
Southern Utah State College
Cedar City, UT 84720

AFROTC Detachment 865
St Michael's College
Winooski, VT 05404

AFROTC Detachment 867
Norwich University
Northfield, VT 05663

AFROTC Detachment 875
Virginia Polytechnic Institute
Blacksburg, VA 24061

AFROTC Detachment 880
Virginia Military Institute
Lexington, VA 24450

AFROTC Detachment 890
University of Virginia
Charlottesville, VA 22903

AFROTC Detachment 895
Central Washington State College
Ellensburg, WA 98926

AFROTC Detachment 900
University of Puget Sound
Tacoma, WA 98416

AFROTC Detachment 905
Washington State University
Pullman, WA 99163

AFROTC Detachment 910
University of Washington
Seattle, WA 98105

AFROTC Detachment 915
West Virginia University
Morgantown, WV 26506

AFROTC Detachment 925
University of Wisconsin
Madison, WI 53706

AFROTC Detachment 930
Wisconsin State College
Superior, WI 54880

AFROTC Detachment 940
University of Wyoming
Laramie, WY 82070

AIR NATIONAL GUARD STATE HEADQUARTERS

Headquarters, Alabama Air National Guard
PO Box 1311
Montgomery, AL 36102

Headquarters, Alaska Air National Guard
610 MacKay Bldg, 338 Denali Street
Anchorage, AK 99501

Headquarters, Arizona Air National Guard
5636 E McDowell Rd
Phoenix, AZ 85008

Headquarters, Arkansas Air National Guard
Little Rock Air Force Base, AR 72076

Headquarters, California Air National Guard
PO Box 214405
Sacramento, CA 95821

Headquarters, Colorado Air National Guard
Buckley Air National Guard Base
Aurora, CO 80010

Headquarters, Connecticut Air National Guard
Bradley Field
Windsor Locks, CT 06096

Headquarters, Delaware Air National Guard
Wilmington Airport
New Castle, DE 19720

Headquarters, District of Columbia Air National Guard
2001 E Capitol Street
National Guard Armory
Washington, DC 20003

Headquarters, Florida Air National Guard
State Arsenal
St Augustine, FL 32084

Headquarters, Georgia Air National Guard
PO Box 4839
Atlanta, GA 30302

Headquarters, Hawaii Air National Guard
Ft Ruger
Honolulu, HI 96816

State of Idaho
Military Division
Headquarters, Idaho Air National Guard
PO Box 45
Boise, ID 83707

Headquarters, Illinois Air National Guard
PO Box 66486
Chicago-O'Hare International Airport, IL 60666

Headquarters, Indiana Air National Guard
Stout Field
Indianapolis, IN 46241

Headquarters, Iowa Air National Guard
PO Box 616
Des Moines, IA 50303

Headquarters, Kansas Air National Guard
535 Kansas Avenue
Topeka, KS 66603

Headquarters, Kentucky Air National Guard

Boone Center
Frankfort, KY 40601

Headquarters, Louisiana Air National Guard
Jackson Barracks
New Orleans, LA 70146

Headquarters, Maine Air National Guard
Camp Keyes
Augusta, ME 04330

Headquarters, Maryland Air National Guard
Fifth Regiment Armory
Baltimore, MD 21201

Headquarters, Massachusetts Air National Guard
Otis Air Force Base, MA 02542

Headquarters, Michigan Air National Guard
PO Box 210
Lansing, MI 48901

Headquarters, Minnesota Air National Guard
State Capitol
St Paul, MN 55101

Headquarters, Mississippi Air National Guard
PO Box 5027, Fondren Station
Jackson, MS 39216

Headquarters, Missouri Air National Guard
1717 Industrial Ave
Jefferson City, MO 65101

Headquarters, Montana Air National Guard
State Arsenal
Helena, MT 59601

Headquarters, Nebraska Air National Guard
Air National Guard Base
Lincoln, NE 68524

Headquarters, Nevada Air National Guard
PO Box 1120
Carson City, NV 89701

Headquarters, New Hampshire Air National Guard
State Military Reservation
Airport Road
Concord, NH 03301

Headquarters, New Jersey Air National Guard
108 Tactical Fighter Wing
McGuire Air Force Base, NJ 08641

Headquarters, New Mexico Air National Guard
PO Box 551
Albuquerque, NM 87103

Headquarters, New York Air National Guard
Westchester Co Municipal Airport
White Plains, NY 10604

Headquarters, North Carolina Air National Guard
Douglas Municipal Airport
Charlotte, NC 28219

Headquarters, North Dakota Air National Guard
Box 1817
Bismarck, ND 58501

Headquarters, Ohio Air National Guard
PO Box 660
Worthington, OH 43085

Headquarters, Oklahoma Air National Guard
3501 Military Circle, NE
Oklahoma City, OK 73111

Headquarters, Oregon Air National Guard
Portland International Airport, OR 97218

Headquarters, Pennsylvania Air National Guard
c/o Dept of Military Affairs
Annville, PA 17003

Headquarters, Puerto Rico Air National Guard
PO Box 3786
San Juan, PR 00904

Headquarters, Rhode Island Air National Guard
Theodore F Green Municipal Airport
Warwick, RI 02886

Headquarters, South Carolina Air National Guard
McEntire Air National Guard Base
Eastover, SC 29044

Headquarters, South Dakota Air National Guard
Joe Foss Field
Sioux Falls, SD 57104

The Adjutant General, Tennessee
Attn: Air Section
National Guard Armory
Sidco Drive
Nashville, TN 37204

Headquarters, Texas Air National Guard
PO Box 5218
Austin, TX 78703

Utah Air National Guard nal Guard
PO Box 16087
Salt Lake City, UT 84116

Headquarters, Vermont Air National Guard
Camp Johnson
Winooski, VT 05404

Headquarters, Virginia Air National Guard
Byrd Field
Sandston, VA 23150

Headquarters, Washington Air National Guard
Camp Murray
Tacoma, WA 98430

Headquarters, West Virginia Air National Guard
Kanawha Airport
Charleston, WV 25311

Headquarters, Wisconsin Air National Guard
PO Box 328

Madison, WI 53701

Headquarters, Wyoming Air National Guard
PO Box 2268
Cheyenne, WY 82001

AIR NATIONAL GUARD BASES, STATIONS, AIRPORTS, AND INSTALLATIONS

ALABAMA
Birmingham Municipal Airport, AL 35217
Martin Air National Guard Station, AL 35954
Dannelly Field, AL 36105
Hall Air National Guard Station, AL 36301

ALASKA
Kulis Air National Guard Base, AK 99502

ARIZONA
Sky Harbor Municipal Airport, AZ 85034
Tucson International Airport, AZ 85706

ARKANSAS
Ft Smith Municipal Airport, AR 72901
Little Rock Air National Guard Annex, AR 72076

CALIFORNIA
Costa Mesa Air National Guard Station, CA 92627
Fresno Air National Guard Base, CA 93727
Hayward Municipal Airport, CA 94543
Ontario International Airport, CA 91761
Van Nuys Airport, CA 91409

COLORADO
Buckley Air National Guard Base, CO 80010

CONNECTICUT
Bradley Air National Guard Base, CT 06096
Orange Air National Guard Communications Station, CT 06477

DELAWARE
Greater Wilmington Airport, DE 19720

FLORIDA
Jacksonville International Airport, FL 32229

GEORGIA
Dobbins Air National Guard Annex, GA 30060
Lewis B Wilson Airport, GA 31206
Savannah Municipal Airport, GA 31402

HAWAII
Hickam Air National Guard Annex, HI 96853

IDAHO
Boise Air Terminal, ID 83701

ILLINOIS
Capital Municipal Airport, IL 62705
Greater Peoria Airport, IL 61607

INDIANA
Ft Wayne Municipal Airport, IN 46809
Hulman Field, IN 47803
Stout Field (Air National Guard), IN 46241

IOWA
Des Moines Municipal Airport, IA 50321
Ft Dodge, IA 50501
Sioux City Municipal Airport, IA 51054

KANSAS
Forbes Air National Guard Annex, KS 66620
McConnell Air National Guard Annex, KS 67221

KENTUCKY
Standiford Field, KY 40213

LOUISIANA
Hammond Air National Guard Communications Station, LA 70401
New Orleans Air National Guard Annex, LA 70146

MAINE
Bangor International Airport, ME 04401
South Portland Air National Guard Station, ME 04106

MARYLAND
Andrews Air National Guard Annex, DC 20331
Glenn L. Martin State Airport, MD 21220

MASSACHUSETTS
Barnes Municipal Airport, MA 01085
Otis Air National Guard Annex, MA 02542
Wellesley Air National Guard Station, MA 02181
Worcester Air National Guard Station, MA 01605

MICHIGAN
Phelps/Collins Airport, MI 49707
Selfridge Air National Guard Base, MI 48045
W K Kellogg Regional Airport, MI 49016

MINNESOTA
Duluth Air National Guard Base, MN 55814

MISSISSIPPI
Allen C. Thompson Field, MS 39205
Gulfport Municipal Airport, MS 39501
Key Field, MS 39301

MISSOURI
Jefferson Barracks Air National Guard Station, St Louis, MO 63125
Lambert/St Louis Municipal Airport, MO 63145
Rosecrans Memorial Airport, MO 64503

MONTANA
Great Falls International Airport, MT 59401

NEBRASKA
Lincoln Air National Guard Annex, NE 68524

NEVADA
Reno Municipal Airport, NV 98502

NEW HAMPSHIRE
Pease Air National Guard Annex, NH 03801

NEW JERSEY
Atlantic City Airport (Air National Guard), NJ 08405
McGuire Air National Guard Annex, NJ 08641

NEW MEXICO
Kirtland Air National Guard Annex, NM 87103

NEW YORK
Roslyn Air National Guard Station, NY 11576
Schenectady Airport, NY 12301
Suffolk County Airport, NY 11978
Westchester County Municipal Airport, NY 10604

NORTH CAROLINA
Badin Air National Guard Station, NC 28009
Douglas Municipal Airport, NC 28208
Wadesboro Air National Guard Station, NC 28170

NORTH DAKOTA
Hector Field, ND 58102

OHIO
Blue Ash Air National Guard Station OH, 45242
Camp Perry Air National Guard Station,
Port Clinton, OH 43452
Mansfield Lahm Airport, OH 44901
Springfield Municipal Airport, OH 45501
Toledo Express Airport, OH 43558

OKLAHOMA
Tulsa International Airport, OK 74115
Will Rogers World Airport, OK 73159

OREGON
Portland International Airport, OR 97218

PENNSYLVANIA
Greater Pittsburgh Air National Guard Base, PA 15231
Harrisburg International Airport (Air National Guard),
Middletown, PA 17057
Willow Grove Air National Guard Annex, PA 19090

PUERTO RICO
Puerto Rico International Airport (Air National Guard),
San Juan, PR 00904

RHODE ISLAND
Cranston Air National Guard Station, RI 02910
Theodore F Green Municipal Airport, RI 02886

SOUTH CAROLINA
McEntire Air National Guard Base, SC 29044

SOUTH DAKOTA
Joe Foss Field, SD 57104

TENNESSEE
Alcoa Air National Guard Station, TN 37701
Lovell Field, TN 37421
McGhee Tyson Airport, Tyson Airport, TN 37901
Memphis Metropolitan Airport, TN 38118
Nashville Metropolitan Airport, TN 37217

TEXAS
Ellington Air Force Base, TX 77030
Garland Air National Guard Station, TX 75040
Hensley Field Airport, Dallas, TX 75211
Kelly Air National Guard Annex, TX 78241
La Porte Air National Guard Station, TX 77571
Nederland Air National Guard Station, TX 77627

UTAH
Salt Lake City International Airport, UT 84116

VERMONT
Burlington International Airport, VT 05401

VIRGINIA
Byrd Field, VA 23150

WASHINGTON
Bellingham Municipal Airport, WA 98225
Camp Murray Army Installation, WA 98430
Four Lakes Communication Station, WA 99004
Seattle Air National Guard Base, WA 98108
Spokane Air National Guard Annex, WA 98219

WEST VIRGINIA
Eastern West Virginia Regional Airport, WV 25401
Kanawha County Airport, WV 25311

WISCONSIN
General Mitchell Air National Guard Base, WI 53207
Truax Field, WI 53701
Volk Field Air National Guard Base, WI 54618

WYOMING
Cheyenne Municipal Airport, WY 82001

AIR UNIVERSITY ACTIVITIES AND SCHOOLS

Air Force Advisory Group
Medical Field Service School
Fort Sam Houston, TX 78234

Air Force Liaison Officer
US Military Academy
West Point, NY 10996

Air Force Representative
US Marine Corps Educational Center
US Marine Corps Schools
Quantico, VA 22134

Air Force Representative
US Naval Academy
Annapolis, MD 21402

Air University Review
Maxwell Air Force Base, AL 36112

Detachment 12 3825 Support Group (Academy)
Armed Forces Staff College
Norfolk, VA 23511

Senior Air Force Representative
US Army Air Defense School
Box 9188
Fort Bliss, TX 79906

Senior Air Force Representative
Command & Staff Department
US Army Armor School
Fort Knox, KY 40121

Senior Air Force Representative
US Army Artillery & Missile School
Fort Sill, OK 73504

Senior Air Force Representative
US Army CBR Weapons
Orientation Course
Dugway, UT 84022

Senior Air Force Representative
US Army Chemical Corps School
Fort McClellan, AL 36205

Senior Air Force Representative
US Army Command & Genge
Fort Leavenworth, KS 66027

Senior Air Force Representative
US Army Engineer School
Fort Belvoir, VA 22060

Senior Air Force Representative
US Army Infantry School
Fort Benning, GA 31905

Senior Air Force Representative
Joint Services Liaison Office
US Army Intelligence Center & School
Fort Huachuca, AZ 85613

Senior Air Force Representative
US Army JFK Center for Special Warfare (Airborne)
Ft Bragg, NC 28307

Senior Air Force Representative
US Army Logistics Management Center
Ft Lee, VA 23801

Senior Air Force Representative
US Army Quartermaster School
Fort Lee, VA 23801

Senior Air Force Representative
Officers Section
US Army Signal School
Fort Monmouth, NJ 07703

Senior Air Force Representative
US Army Transportation School
Fort Eustis, VA 23606

Senior Air Force Representative
US Army War College
Carlisle Barracks, PA 17013

Senior Air Force Representative
Industrial College of the Armed Forces
Fort McNair
Washington, DC 20315

Senior Air Force Representative
The National War College
Washington, DC 20315

Senior Air Force Advisor
US Naval War College
Newport, RI 02844

Senior Air Force Representative
Naval Amphibious School
US Naval Amphibious Base
Coronado San Diego, CA 92155

Senior Air Force Representative Code 6408
Navy Management Systems Center
Naval Post Graduate School
Monterey, CA 93940

Academic Instructor & Foreign Officer School
Maxwell Air Force Base, AL 36112

Air Force Chaplain School
Maxwell Air Force Base, AL 36112

Air Force Judge Advocate General School
Maxwell AFB AL 36112

Air Command & Staff College
Maxwell Air Force Base, AL 36112

Air Force Institute of Technology
Wright-Patterson Air Force Base, OH 45433

Air University Library
Maxwell Air Force Base, AL 36112

Air War College
Maxwell Air Force Base, AL 36112

Civil Engineering School
Wright-Patterson Air Force Base, OH 45433

Extension Course Institute
Gunter Air Force Station, AL 36118

School of Systems & Logistics
Wright-Patterson Air Force Base, OH 45433

Squadron Officers School
Maxwell Air Force Base, AL 36112

USAF Senior Non-Commissioned Officer Academy
Gunter Air Force Station, AL 36114

AREAS

European Communications Area
APO New York 09012

Northern Communications Area
Griffiss Air Force Base, New York 13441

Pacific Communications Area
Hickam AFB HI 96853

Royal Air Force Welford Ammo Storage Area
APO New York 09607

Southern Communications Area
Oklahoma City Air Force Station, OK 73145

Strategic Communications Area
Offutt AFB NE 68113

Tactical Communications Area
Langley Air Force Base, VA 23665

CENTERS

Aerospace Defense Center
Cheyenne Mountain Complex, CO 80914

Aerospace Guidance & Meteorology Center
Newark Air Force Station, OH 43055

Air Force Systems Command
Scientific & Technical Liaison Office
Ames Research Center (NASA)
Moffett Field, CA 94035

Air Force Systems Command
Scientific & Technical Liaison Office
Langley Research Center (NASA)
Langley Air Force Base, VA 23665

Air Force Systems Command
Scientific & Technical Liaison Office
Lewis Research Center (NASA)
21000 Brookpark Road
Cleveland, OH 44135

Air Force Systems Command
Scientific & Technical Liaison Office
Naval Weapons Center
China Lake, CA 93555

Air Force Systems Command
Scientific & Technical Liaison Office
Royal Trust Tower - Suite 2607
Post Office Box 348
Toronto, Ontario, Canada
M5K 1K7

Air Defense Weapons Center
Tyndall Air Force Base, FL 32403

Air Force Civil Engineering Center
Tyndall Air Force Base, FL 32401

Air Force Communications Security Center
San Antonio, TX 78243

Air Force Contract Maintenance Center
Wright-Patterson Air Force Base, OH 45433

Air Force Data Services Center
Washington, DC 20330

Air Force Data Systems Design Center
Gunter Air Force Station, AL 36114

Air Force Electronic Warfare Center
San Antonio TX 78243

Air Force Flight Test Center
Edwards Air Force Base, CA 93523

Air Force Logistics Management Center
Maxwell AFB, AL 36112

Air Force Military Training Center
Lackland Air Force Base, TX 78236

Air Force Technical Applications Center
Patrick Air Force Base, FL 32925

Albert F Simpson Historical Research Center
Maxwell Air Force Base, AL 36112

Armament Development & Test Center
Eglin Air Force Base, FL 32542

Arnold Engineering Development Center
Arnold Air Force Station, TN 37389

Automated Weather Network Management Center
Carswell AFB, TX 76127

Chanute Technical Training Center
Chanute Air Force Base, IL 61868

Communications Computer Programming Center
Tinker Air Force Base, OK 73145

Federal Computer Performance Evaluation &
Simulation Center
Washington, DC 20330

Keesler Technical Training Center
Keesler Air Force Base, MS 39534

Leadership & Management Development Center
Maxwell Air Force Base, AL 36112

Lowry Technical Training Center
Lowry Air Force Base, CO 80230

Military Aircraft Storage & Disposition Center
Davis-Monthan Air Force Base, AZ 85707

National Personnel Records Center/Civilian Personnel
Records-Air Force
111 Winnebago St
St Louis, MO 63118

National Personnel Records Center/Military Personnel
Records-Air Force
9700 Page Blvd
St Louis, MO 63132

Ogden Air Logistics Center
Hill Air Force Base, UT 84406

Oklahoma City Air Logistics Center
Tinker Air Force Base, OK 73145

Rome Air Development Center
Griffiss Air Force Base, NY 13441

Sacramento Air Logistics Center
McClellan Air Force Base, CA 95652

San Antonio Air Logistics Center

Kelly Air Force Base, TX 78241

San Antonio Procurement Center
Kelly Air Force Base, TX 78241

Sheppard Technical Training Center
Sheppard Air Force Base, TX 76311

Space and Missile Test Center
Vandenberg Air Force Base, CA 93437

USAF Airlift Center
Pope AFB, NC 28308

USAF Environmental Technical Applications Center
Scott Air Force Base, IL 62225

USAF Home Town News Center
Tinker Air Force Base, OK 73145

USAF Instrument Flight Center
Randolph Air Force Base, TX 78148

USAF Occupational Measurement Center
Lackland Training Annex, TX 78236

USAF Skill Center
Kirtland Air Force Base, NM 87115

USAF Tactical Air Warfare Center Air Force Base, FL 32542

USAF Tactical Fighter Weapons Center
Nellis Air Force Base, NV 89191

USAFE Procurement Center
APO New York 09332

Warner Robins Air Logistics Center
Robins Air Force Base, GA 31098

LABORATORIES

Air Force Aero-Propulsion Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Armament Laboratory
Eglin Air Force Base, FL 32542

Air Force Avionics Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Flight Dynamics Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Geophysics Laboratories
Hanscom Air Force Base, MA 01731

Air Force Human Resources Laboratory
Brooks Air Force Base, TX 78235

Air Force Materials Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Rocket Propulsion Laboratory
Edwards Air Force Base, CA 93523

Air Force Weapons Laboratory
Kirtland Air Force Base, NM 87117

Air Force Wright Aeronautical Laboratories
Wright-Patterson Air Force Base, OH 45433

Alaskan Precision Measurement
Equipment Laboratory
APO Seattle 98742

Operations Training Support Laboratory
Carswell Air Force Base, TX 76127

The Frank J Seiler Research Laboratory
USAF Academy, CO 80840

USAF Occupational and Environmental Health Laboratory
Brooks AFB TX 78235

MEDICAL FACILITIES

MEDICAL CENTERS

David Grant USAF Medical Center
Travis Air Force Base, CA 94535

Malcolm Grow USAF Medical Center
Andrews Air Force Base, DC 20331

Wilford Hall USAF Medical Center
Lackland Air Force Base, TX 78236

USAF Medical Center Keesler
Keesler Air Force Base, MS 39534

USAF Medical Center Scott
Scott Air Force Base, IL 62225

USAF Medical Center Wright-Patterson
Wright-Patterson Air Force Base, OH 45433

USAF Regional Medical Center Clark
APO San Francisco 96274

REGIONAL HOSPITALS

Ehrling Bergquist USAF Regional Hospital
Offutt Air Force Base, NE 68113

USAF Regional Hospital Carswell
Carswell Air Force Base, TX 76127

USAF Regional Hospital Eglin
Eglin Air Force Base, FL 32542

USAF Regional Hospital MacDill
MacDill Air Force Base, FL 33608

USAF Regional Hospital March
March Air Force Base, CA 92508

USAF Regional Hospital Maxwell
Maxwell Air Force Base, AL 36112

USAF Regional Hospital Minot
Minot Air Force Base, ND 58705

USAF Regional Hospital Shaw
Shaw Air Force Base, SC 29152

USAF Regional Hospital Sheppard
Sheppard Air Force Base, TX 76311

USAF HOSPITALS

USAF Academy Hospital
USAF Academy, CO 80840

USAF Hospital Altus
Altus Air Force Base, OK 73521

USAF Hospital Athens
APO New York 09223

USAF Hospital Barksdale
Barksdale Air Force Base, LA 71110

USAF Hospital Beale
Beale Air Force Base, CA 95903

USAF Hospital Bergstrom
Bergstrom Air Force Base, TX 78743

USAF Hospital Bitburg
APO New York 09132

USAF Hospital Blytheville
Blytheville Air Force Base, AR 72315

USAF Hospital Cannon
Cannon Air Force Base, NM 88101

USAF Hospital Castle
Castle Air Force Base, CA 95342

USAF Hospital Chanute
Chanute Air Force Base, IL 61868

USAF Hospital Columbus
Columbus Air Force Base, MS 39701

USAF Hospital Davis-Monthan
Davis-Monthan Air Force Base, AZ 85707

USAF Hospital Dover
Dover Air Force Base, DE 19901

USAF Hospital Dyess
Dyess Air Force Base, TX 79607

USAF Hospital Edwards
Edwards Air Force Base, CA 93523

USAF Hospital Ellsworth
Ellsworth Air Force Base, SD 57706

USAF Hospital Elmendorf Elmendorf AFB AK 99506

USAF Hospital England
England Air Force Base, LA 71301

USAF Hospital Fairchild
Fairchild Air Force Base, WA 99011

USAF Hospital F E Warren
F E Warren Air Force Base, WY 82001

USAF Hospital George
George Air Force Base, CA 92392

USAF Hospital Grand Forks
Grand Forks Air Force Base, ND 58201

USAF Hospital Griffiss
Griffiss Air Force Base, NY 13441

USAF Hospital Hahn
APO New York 09109

USAF Hospital Hill
Hill Air Force Base, UT 84406

USAF Hospital Holloman
Holloman Air Force Base, NM 88330

USAF Hospital Homestead
Homestead Air Force Base, FL 33039

USAF Hospital Iraklion
APO New York 09291

USAF Hospital Kincheloe
Kincheloe Air Force Base, MI 49788

USAF Hospital Kirtland
Kirtland Air Force Base, NM 87115

USAF Hospital K I Sawyer
K I Sawyer Air Force Base, MI 49843

USAF Hospital Kunsan
APO San Francisco 96264

USAF Hospital Lajes
APO New York 09406

USAF Hospital Lakenheath
APO New York 09179

USAF Hospital Langley
Langley Air Force Base, VA 23665

USAF Hospital Laughlin
Laughlin Air Force Base, TX 78840

USAF Hospital Little Rock
Little Rock Air Force Base, AR 72076

USAF Hospital Loring
Loring Air Force Base, ME 04751

USAF Hospital Luke
Luke Air Force Base, AZ 85309

USAF Hospital Malmstrom
Malmstrom Air Force Base, MT 59402

USAF Hospital Mather
Mather Air Force Base, CA 95655

USAF Hospital McConnell
McConnell Air Force Base, KS 67221

USAF Hospital Misawa
APO San Francisco 96519

USAF Hospital Moody
Moody Air Force Base, GA 31601

USAF Hospital Mt Home
Mt Home Air Force Base, ID 83648

USAF Hospital Myrtle Beach
Myrtle Beach Air Force Base, SC 29577

USAF Hospital Nellis
Nellis Air Force Base, NV 89110

USAF Hospital Osan
APO San Francisco 96570

USAF Hospital Patrick
Patrick Air Force Base, FL 32925

USAF Hospital Pease
Pease Air Force Base, NH 03801

USAF Hospital Plattsburgh
Plattsburgh Air Force Base, NY 12903

USAF Hospital Reese
Reese Air Force Base, TX 79489

USAF Hospital Robins
Robins Air Force Base, GA 31098

USAF Hospital Seymour Johnson
Seymour Johnson Air Force Base, NC 27531

USAF Hospital Tinker
Tinker Air Force Base, OK 73145

USAF Hospital Torrejon
APO New York 09283

USAF Hospital Tyndall
Tyndall Air Force Base, FL 32403

USAF Hospital Upper Heyford
APO New York 09194

USAF Hospital Vandenberg
Vandenberg Air Force Base, CA 93437

USAF Hospital Webb
Webb Air Force Base, TX 79720

USAF Hospital Whiteman
Whiteman Air Force Base, MO 65301

USAF Hospital Wiesbaden
APO New York 09220

USAF Hospital Williams
Williams Air Force Base, AZ 85224

USAF Hospital Wurtsmith
Wurtsmith Air Force Base, MI 48753

USAF Hospital Yokota
APO San Francisco 96328

USAF CLINICS

USAF Clinic Alconbury
APO New York 09238

USAF Clinic Andersen
APO San Francisco 96334

USAF Clinic Aviano
APO New York 09293

USAF Clinic Bentwaters
APO New York 09755

USAF Clinic Brooks
Brooks Air Force Base, TX 78235

USAF Clinic Camp New Amsterdam
APO New York 09292

USAF Clinic Charleston
Charleston Air Force Base, SC 29404

USAF Clinic Chicksands
APO New York 09193

USAF Clinic Craig
Craig Air Force Base, AL 36701

USAF Clinic Duluth
Duluth International Airport MN 55814

USAF Clinic Eielson
APO Seattle 98737

USAF Clinic Goodfellow
Goodfellow Air Force Base, TX 76901

USAF Clinic Grissom
Grissom Air Force Base, IN 46971

USAF Clinic Hancock
Hancock Field NY 13225

USAF Clinic Hanscom
Hanscom AFB, MA 01731

USAF Clinic Hickam Hickam AFB HI 96853

USAF Clinic Howard
APO New York 09020

USAF Clinic Kadena
APO San Francisco 96239

USAF Clinic Kelly
Kelly Air Force Base, TX 78241

USAF Clinic Los Angeles
PO Box 92960
Worldway Postal Center
Los Angeles CA 90009

USAF Clinic Lowry
Lowry Air Force Base, CO 80230

USAF Clinic McChord
McChord Air Force Base, WA 98438

USAF Clinic McClellan
McClellan Air Force Base, CA 95652

USAF Clinic McGuire
McGuire Air Force Base, NJ 08641

USAF Clinic Norton
Norton Air Force Base, CA 92409

USAF Clinic Peterson
Peterson Air Force Base, CO 80914

USAF Clinic Pope
Pope Air Force Base, NC 28308

USAF Clinic Ramstein
APO New York 09012

USAF Clinic Randolph
Randolph Air Force Base, TX 78148

USAF Clinic Rhein Main
APO New York 09057

USAF Clinic San Vito Dei Normanni
APO New York 09240

USAF Clinic Sembach
APO New York 09130

USAF Clinic Spangdahlem
APO New York 09123

USAF Clinic Taegu
APO San Francisco 96213

USAF Clinic Vance
Vance Air Force Base, OK 73701

USAF Clinic Zaragosa
APO New York 09286

USAF Clinic Zweibrucken
APO New York 09860

TACTICAL HOSPITALS

20 Tactical Hospital
APO New York 09194

23 Tactical Hospital
England Air Force Base, LA 71301

26 Tactical Hospital
APO New York 09860

35 Tactical Hospital
George Air Force Base, CA 92392

36 Tactical Hospital
APO New York 09132

48 Tactical Hospital
APO New York 09179

49 Tactical Hospital
Holloman Air Force Base, NM 88330

50 Tactical Hospital
APO New York 09109

58 Tactical Hospital
Luke Air Force Base, AZ 85309

94 Tactical Hospital
Dobbins Air Force Base, GA 33060

301 Tactical Hospital
Carswell Air Force Base, TX 76127

302 Tactical Hospital
Rickenbacker Air Force Base, OH 43217

354 Tactical Hospital
Myrtle Beach Air Force Base, SC 29577

363 Tactical Hospital
Shaw Air Force Base, SC 29152

401 Tactical Hospital
APO New York 09283

403 Tactical Hospital

Selfridge ANG Base, MI 48045

433 Tactical Hospital
Kelly Air Force Base, TX 78241

434 Tactical Hospital
Grissom Air Force Base, IN 46971

439 Tactical Hospital
Westover Air Force Base, MA 01022

440 Tactical Hospital
Gen Billy Mitchell Fld
300 E College Ave
Milwaukee, WI 53207

442 Tactical Hospital
Richards-Gebaur Air Force Base, MO 64030

452 Tactical Hospital
March Air Force Base, CA 92508

459 Tactical Hospital
Andrews AFB DC 20331

601 Tactical Hospital
APO New York 09130

655 Tactical Hospital
APO San Francisco 96328

656 Tactical Hospital
APO San Francisco 96432

657 Tactical Hospital
APO San Francisco 96432

837 Tactical Hospital
Mt Home Air Force Base, ID 83648

TACTICAL CLINICS

908 Tactical Clinic
Maxwell Air Force Base, AL 36112

910 Tactical Clinic
Youngstown Municipal Airport, OH 44473

911 Tactical Clinic
Greater Pittsburgh International Airport, PA 15231

913 Tactical Clinic
Willow Grove Air Reserve Facility, PA 19090

914 Tactical Clinic
Niagara Falls International Airport, NY 14304

915 Tactical Clinic
Homestead AFB FL 33039

917 Tactical Clinic
Barksdale Air Force Base, LA 71110

919 Tactical Clinic
Eglin AF Auxiliary Field 3, FL 32542

920 Tactical Clinic
Keesler Air Force Base, MS 39534

924 Tactical Clinic
Bergstrom Air Force Base, TX 78743

926 Tactical Clinic
New Orleans Naval Air Station, LA 70037

928 Tactical Clinic
Chicago-O'Hare International Airport, IL 60666

934 Tactical Clinic
Minneapolis-St Paul International Airport, MN 55417

940 Tactical Clinic
McClellan Air Force Base, CA 95652

MISCELLANEOUS AGENCIES

Air Force Audit Agency (Acquisition/Logistics Systems Directorate)
Building 288
Wright-Patterson Air Force Base, OH 45433

Air Force Audit Agency (Service-Wide Systems Directorate)
Building 3802, Stop 22
Andrews Air Force Base, DC 20331

Air Force Central Notice to Airmen Facility
Carswell Air Force Base, TX 76127

Air Force Computer Acquisition Office
Hanscom Air Force Base, MA 01731

Air Force Medical Material Field Office,
Frederick, MD 21701

Air Force Museum
Wright-Patterson Air Force Base, OH 45433

Air Force Office of Scientific Research
Bolling Air Force Base, DC 20332

Air Force Satellite Control Facility
PO Box 92960, Worldway Postal Center
Los Angeles, CA 90009

Air Force Services Office
2800 South 20th St, Philadelphia, PA 19101

Air Forces Iceland
Fleet Post Office New York 09571

Air Weather Service
Scott Air Force Base, IL 62225

Armed Forces Vocational Testing Group
Randolph Air Force Base, TX 78148

Army and Air Force Exchange Service
Dallas, TX 75222

Army and Air Force Exchange and Motion
Picture Service
Washington, DC 20310

Clear Missile Early Warning Station
Clear Alaska
APO Seattle 98704

Community College of the Air Force
Lackland Training Annex, TX 78236

Director of Nuclear Surety
Kirtland Air Force Base, NM 87117

Inter-American Air Force Academy
APO New York 09825

Office of Civilian Personnel Operations
Randolph Air Force Base, TX 78148

Office of Civilian Personnel Operations (Appellate Division)
Federal Building
Room A617
727 E Durango Blvd
San Antonio, TX 78206

Office of Civilian Personnel Operations (Personnel Development Branch)
Building 322
Gunter Air Force Station, AL 36114

Office of Civilian Personnel Operations (DOD Zone Coordination)
Robins Air Force Base, GA 31098

Space and Missile Systems Organization
PO Box 92960, Worldway Postal Center
Los Angeles, CA 90009

Strategic Air Combat Operations Staff
Offutt Air Force Base, NE 68113

Tactical Air Combat Operations Staff
Langley Air Force Base, VA 23665

USAF Band
Bolling Air Force Base, DC 20332

USAF Central Audio-Visual Library
Norton Air Force Base, CA 92409

USAF Cryptologic Depot
San Antonio, TX 78243

USAF Frequency Management Office
Washington, DC 20330

USAF Recruiting Service
Randolph Air Force Base, TX 78148

USAF Special Operations Force
Eglin Air Force Base, FL 32542

NAMED DIVISIONS

Aeronautical Systems Division
Wright-Patterson Air Force Base, OH 45433

Aerospace Medical Division
Brooks Air Force Base, TX 78235

Air Force Acquisition Logistics Division
Wright-Patterson Air Force Base, OH 45433

Air Force Contract Management Division
Kirtland Air Force Base, NM 87117

Electronic Systems Division
Hanscom Air Force Base, MA 01731

Foreign Technology Division
Wright-Patterson Air Force Base, OH 45433

USAF Southern Air Division
APO New York 09825

NUMBERED AIR DIVISIONS

3 Air Division
APO San Francisco 96334

4 Air Division
F E Warren Air Force Base, WY 82001

12 Air Division
Dyess Air Force Base, TX 79607

14 Air Division
Beale Air Force Base, CA 95903

19 Air Division
Carswell Air Force Base, TX 76127

20 Air Division
Ft Lee Air Force Station, Force Station, VA 23801

21 Air Division
Hancock Field, NY 13225

23 Air Division
Duluth International Airport, MN 55814

24 Air Division
Malmstrom Air Force Base, MT 59402

25 Air Division
McChord Air Force Base, WA 98438

26 Air Division
Luke Air Force Base, AZ 85309

40 Air Division
Wurtsmith Air Force Base, MI 48753

42 Air Division
Blytheville Air Force Base, AR 72315

45 Air Division
Pease Air Force Base, NH 03801

47 Air Division
Fairchild Air Force Base, WA 99011

57 Air Division
Minot Air Force Base, ND 58705

313 Air Division
APO San Francisco 96239

314 Air Division
APO San Francisco 96570

326 Air Division
APO San Francisco 96515

839 Air Division
Pope Air Force Base, NC 28308

NUMBERED AIR FORCES

3 Air Force, APO New York 09127

4 Air Force (Reserve)
McClellan Air Force Base, CA 95652

5 Air Force, APO San Francisco 96328

8 Air Force, Barksdale Air Force Base, LA 71110

9 Air Force, Shaw Air Force Base, SC 29152

10 Air Force (Reserve)
Bergstrom Air Force Base, TX 78743

12 Air Force, Bergstrom Air Force Base, TX 78743

13 Air Force, APO San Francisco 96274

14 Air Force (Reserve)
Dobbins Air Force Base, GA 30060

15 Air Force, March Air Force Base, CA 92508

16 Air Force, APO New York 09283

17 Air Force, APO New York 09130

21 Air Force, McGuire Air Force Base, NJ 08641

22 Air Force, Travis Air Force Base, CA 94535

PLANT REPRESENTATIVE OFFICES

Air Force Plant Representative Office
Aerojet-General Corporation
PO Box 15846
Sacramento, CA 95813

Air Force Plant Representative Office
The Boeing Company
PO Box 3707
Seattle, WA 98124

Air Force Plant Representative Office
Chemical Systems Division
PO Box 358
Sunnyvale, CA 94088

Air Force Plant Representative Office
Fairchild Republic Company
Farmingdale, NY 11735

Air Force Plant Representative Office
General Dynamics/Fort Worth Division
PO Box 371
Fort Worth, TX 76101

Air Force Plant Representative Office
General Electric Company
Cincinnati, OH 45215

Air Force Plant Representative Office
General Electric
Lynn, MA 01910

Air Force Plant Representative Office
General Electric Company, Re-Entry & Environment Systems Division & Space Division
PO Box 8555
Philadelphia, PA 19101

Air Force Plant Representative Office
Hughes Aircraft Company
Culver City, CA 90230

Air Force Plant Representative Office
Lockheed Missile & Space Company
Space Systems Division
PO Box 504
Sunnyvale, CA 94088

Air Force Plant Representative Office
Lockheed-Georgia Company
Marietta, GA 30060

Air Force Plant Representative Office
Martin Marietta Aerospace, Denver Division
PO Box 179
Denver, CO 80201

Air Force Plant Representative Office
McDonnell Douglas Corporation
PO Box 516
St Louis, MO 63166

Air Force Plant Representative Office
Northrop Corporation
Hawthorne, CA 90250

Air Force Plant Representative Office
Rockwell International Corporation, Electronics Ops
3370 Miraloma Avenue
Anaheim, CA 92803

Air Force Plant Representative Office
Rockwell International Corporation, B-1 Division

Los Angeles International Airport, CA 90009

Air Force Plant Representative Office
Rockwell International Corporation, Rocketdyne Div
Canoga Park, CA 91304

Air Force Plant Representative Office
Thiokol Corporation
PO Box 524, MS-250
Brigham City, UT 84302

Air Force Plant Representative Office
TRW Defense & Space Systems Group
One Space Park
Redondo
Redondo Beach, CA 90278

Air Force Plant Representative Office
Westinghouse Electric Corporation
Defense Electronics Systems Center
PO Box 1693
Baltimore, MD 21203

Air Force Plant Representative Office
Pratt & Whitney Aircraft Group
East Hartford, CT 06108

Air Force Plant Representative Office
Pratt & Whitney Aircraft Group
Government Products Division
PO Box 2691
West Palm Beach, FL 33402

REGIONS

Air Force Audit Agency (Eastern Region)
Langley Air Force Base, VA 23665

Air Force Audit Agency(Western Region)
Norton Air Force Base, CA 92409

Alaskan Aerospace Defense Command Region
APO Seattle 98742

USAF Regional Civil Engineer--Central Region
Main Tower Bldg
1200 Main Street
Dallas, TX 75202

USAF Regional Civil Engineer--Eastern Region
526 Title Building
Atlanta, GA 30303

USAF Regional Civil Engineer--Western Region
630 Sansome Street
San Francisco, CA 94111

USAFE Purchasing Region - United Kingdom
APO New York 09179

SCHOOLS (SPECIAL TRAINING)

Basic Military Training School USAF
Lackland Air Force Base, TX 78236

Non-Commissioned Officers Academy
Leadership School
Kirtland Air Force Base, NM 87117

Officer Training School USAF
Lackland Air Force Base, TX 78236

School of Health Care Sciences USAF
Sheppard Air Force Base, TX 76311

USAF Academy Preparatory School
USAF Academy, CO 80840

USAF Air Ground Operations School
Eglin AF Aux Fld 9, FL 32544

USAF Instrument Pilot Instructor School
Randolph Air Force Base, TX 78148

USAF Interceptor Weapons School
Tyndall Air Force Base, FL 32401

USAF School of Aerospace Medicine
Brooks Air Force Base, TX 78235

USAF Technical Training School, Chanute
Chanute Air Force Base, IL 61868

USAF Technical Training School, Keesler
Keesler Air Force Base, MS 39534

USAF Technical Training School, Lackland
Lackland Air Force Base, TX 78236

USAF Technical Training School, Lowry
Lowry Air Force Base, CO 80230

USAF Technical Training School, Sheppard
Sheppard Air Force Base, TX 76311

USAF School of Applied Cryptologic Sciences
Goodfellow Air Force Base, TX 76901

USAF Special Investigations School
Washington, DC 20314

USAF Special Operations School
Eglin Air Force Auxiliary Field 9, FL 32544

USAF Survival & Special Training School
Fairchild Air Force Base, WA 99011

USAF Test Pilot School
Edwards Air Force Base, CA 93523

USAF Tropic Survival School
APO New York 09825

AIR FORCE BASES, STATIONS, AND AIRPORTS

(States, Territories, and Foreign Countries)

ALABAMA
Craig Air Force Base, AL 36701
Dauphin Island Air Force Station, AL 36528

Gunter Air Force Station, AL 36114
Maxwell Air Force Base, AL 36112

ALASKA

Campion Air Force Station, APO Seattle 98703
Cape Lisburne Air Force Station, APO Seattle 98716
Cape Newenham Air Force Station, APO Seattle 98745
Cape Romanzof Air Force Station, APO Seattle 98706
Cold Bay Air Force Station, APO Seattle 98711
Eielson Air Force Base, AK 99702
Elmendorf Air Force Base, AK 99506
Ft Yukon Air Force Station, APO Seattle 98710
Galena Airport, APO Seattle 98723
Indian Mt Air Force Station, APO Seattle 98748
King Salmon Airport, APO Seattle 98713
Kotzebue Air Force Station, APO Seattle 98709
Murphy Dome Air Force Station, APO Seattle 98750
Shemya Air Force Base, APO Seattle 98736
Sparrevohn Air Force Station, APO Seattle 98746
Tatalina Air Force Station, APO Seattle 98747
Tin City Air Force Station, APO Seattle 98715

ARIZONA

Davis-Monthan Air Force Base, AZ 85707
Luke Air Force Base, AZ 85309
Williams Air Force Base, AZ 85224

ARKANSAS

Blytheville Air Force Base, AR 72315
Clark Air Force Base, AR 72076

CALIFORNIA

Almaden Air Force Station, CA 95042
Beale Air Force Base, CA 95903
Boron Air Force Station, CA 93516
Cambria Air Force Station, CA 93428
Castle Air Force Base, CA 95342
Edwards Air Force Base, CA 93523
George Air Force Base, CA 92392
Hamilton Air Force Base, CA 94934
Klamath Air Force Station, CA 95548
Los Angeles Air Force Station, CA 90009
March Air Force Base, CA 92508
Mather Air Force Base, CA 95655
McClellan Air Force Base, CA 95652
Mill Valley Air Force Station, CA 94941
Mount Laguna Air Force Station, CA 92048
Norton Air Force Base, CA 92409
Pillar Point Air Force Station, CA 94019
Point Arena Air Force Station, CA 95468
Sunnyvale Air Force Station, CA 94086
Travis Air Force Base, CA 94535
Vandenberg Air Force Base, CA 93437

COLORADO

Ent Air Force Base, CO 80912
Lowry Air Force Base, CO 80230

Peterson Air Force Base, CO 80914

DELAWARE

Dover Air Force Base, DE 19901

DISTRICT OF COLUMBIA

Bolling Air Force Base, DC 20332

FLORIDA

Cape Canaveral Air Force Station, FL 32925
Eglin Air Force Base, FL 32542
Homestead Air Force Base, FL 33039
MacDill Air Force Base, FL 33608
McCoy Air Force Base, FL 32812
Patrick Air Force Base, FL 32925
Tyndall Air Force Base, FL 32403

GEORGIA

Dobbins Air Force Base, GA 30060
Moody Air Force Base, GA 31601
Robins Air Force Base, GA 31098

GUAM

Andersen Air Force Base, APO San Francisco 96334

HAWAII

Bellows Air Force Station, HI 96853
Wheeler Air Force Base, APO San Francisco 96515

IDAHO

Mt Home Air Force Base, ID 83648

ILLINOIS

Chanute Air Force Base, IL 61868
Chicago-O'Hare International Airport, IL 60666
Scott Air Force Base, IL 62225

INDIANA

Grissom Air Force Base, IN 46971

KANSAS

McConnell Air Force Base, KS 67221

LOUISIANA

Barksdale Air Force Base, LA 71110
England Air Force Base, LA 71301
Lake Charles Air Force Station, LA 70601

MAINE

Bucks Harbor Air Force Station, ME 04618
Caswell Air Force Station, ME 04750
Charleston Air Force Station, ME 04422
Loring Air Force Base, ME 04751

MARYLAND

Andrews Air Force Base, MD 20331

MASSACHUSETTS

Hanscom Air Force Base, MA 01731
North Truro Air Force Station, MA 02652
Westover Air Force Base, MA 01022

MICHIGAN

Calumet Air Force Station, MI 49913
Empire Air Force Station, MI 49630
K I Sawyer Air Force Base, MI 49843
Kincheloe Air Force Base, MI 49788
Port Austin Air Force Station, MI 48467
Sault Sainte Marie Air Force Station, MI 49783
Wurtsmith Air Force Base, MI 48753

MINNESOTA

Baudette Air Force Station, MN 56623
Finland Air Force Station, MN 55603
Minneapolis-St Paul International Airport, MN 55417

MISSISSIPPI

Columbus Air Force Base, MS 39701
Keesler Air Force Base, MS 39534

MISSOURI

Whiteman Air Force Base, MO 65301

MONTANA

Fortuna Air Force Station, MT 59275
Glasgow Air Force Base, MT 59231
Havre Air Force Station, MT 59501
Kalispell Air Force Station, MT 59922
Lewistown Air Force Station, MT 59457
Malmstrom Air Force Base, MT 59402
Opheim Air Force Station, MT 59250

NEBRASKA
Offutt Air Force Base, NE 68113

NEVADA
Indian Springs Air Force Auxiliary Field
Indian Springs, NV 89018
Nellis Air Force Base, NV 89191
Tonopah Air Force Station, NV 89049

NEW HAMPSHIRE
Pease Air Force Base, NH 03801

NEW JERSEY
Gibbsboro Air Force Station, NJ 08026
McGuire Air Force Base, NJ 08641

NEW MEXICO
Cannon Air Force Base, NM 88101
Holloman Air Force Base, NM 88330
Kirtland Air Force Base, NM 87117

NEW YORK
Griffiss Air Force Base, NY 13441
Hancock Field, NY 13225
Lockport Air Force Station, NY 14094
Montauk Air Force Station, NY 11954
Niagara Falls International Airport, NY 14304
Plattsburgh Air Force Base, NY 12903
Saratoga Air Force Station, NY 12866
Watertown Air Force Station, NY 13601

NORTH CAROLINA
Ft Fisher Air Force Station, NC 28449
Pope Air Force Base, NC 28308
Roanoke Rapids Air Force Station, NC 27870
Seymour Johnson Air Force Base, NC 27531

NORTH DAKOTA
Finley Air Force Station, ND 58230
Grand Forks Air Force Base, ND 58201
Minot Air Force Base, ND 58705
Minot Air Force Station, Max ND 58759

OHIO
Clinton County Airport, OH 45177
Gentile Air Force Station, OH 45444
Newark Air Force Station, OH 43055
Rickenbacker Air Force Base, OH 43217
Wright-Patterson Air Force Base, OH 45433
Youngstown Municipal Airport, OH 44473

OKLAHOMA
Altus Air Force Base, OK 73521
Oklahoma City Air Force Station, OK 73145
Tinker Air Force Base, OK 73145
Vance Air Force Base, OK 73701

OREGON
Burns Air Force Station, OR 97720
Keno Air Force Station, OR 97601
Kingsley Field, OR 97601
Mount Hebo Air Force Station, OR 97122
North Bend Air Force Station, OR 97459

PENNSYLVANIA
Benton Air Force Station, PA 17814

SOUTH CAROLINA
Aiken Air Force Station, SC 29801
Charleston Air Force Base, SC 29404
Myrtle Beach Air Force Base, SC 29577
Shaw Air Force Base, SC 29152

SOUTH DAKOTA
Ellsworth Air Force Base, SD 57706

TENNESSEE
Arnold Air Force Station, TN 37389

TEXAS
Bergstrom Air Force Base, TX 78743
Brooks Air Force Base, TX 78235
Carswell Air Force Base, TX 76127
Dyess Air Force Base, TX 79607
Goodfellow Air Force Base, TX 76901
Kelly Air Force Base, TX 78241
Lackland Air Force Base, TX 78236
Laredo Air Force Base, TX 78040
Laughlin Air Force Base, TX 78840
Randolph Air Force Base, TX 78148
Reese Air Force Base, TX 79489
San Antonio Air Force Station, TX 78208
Sheppard Air Force Base, TX 76311
Webb Air Force Base, TX 79720

UTAH
Hill Air Force Base, UT 84406

VERMONT
St Albans Air Force Station, VT 05478

VIRGINIA
Bedford Air Force Station, VA 24523
Cape Charles Air Force Station, VA 23310
Ft Lee Air Force Station, VA 23801
Langley Air Force Base, VA 23665

WAKE ISLAND
Wake Island Air Force Base, APO San Francisco 96501

WASHINGTON
Blaine Air Force Station, WA 98230
Fairchild Air Force Base, WA 99011
Makah Air Force Station, WA 98357
McChord Air Force Base, WA 98438
Othello Air Force Station, WA 99344

WISCONSIN
Antigo Air Force Station, WI 54409
General Billy Mitchell Field, 300 E. College Ave, Milwaukee, WI 53207
Osceola Air Force Station, WI 54020

WYOMING
F E Warren Air Force Base, WY 82001

FOREIGN COUNTRIES

AUSTRALIA
Woomera Air Station, APO San Francisco 96287

AZORES
Lajes Field, APO New York 09406

BELGIUM
Kleine Brogel Air Base, APO New York 09667

GERMANY
Bitburg Air Base, APO New York 09132
Hahn Air Base, APO New York 09109
Lindsey Air Station, APO New York 09633
Ramstein Air Base, APO New York 09012
Rhein-Main Air Base, APO New York 09057
Sembach Air Base, APO New York 09130
Spangdahlem Air Base, APO New York 09123
Stuttgart Airfield, APO New York 09131
Tempelhof Central Airport, APO New York 09611
Zweibrucken Air Base, APO New York 09860

GREECE
Hellenikon Air Base, APO New York 09223
Iraklion Air Station, APO New York 09291

GREENLAND
Sondrestrom Air Base, APO New York 09121
Thule Air Base, APO New York 09023

ITALY
Aviano Air Base, APO New York 09293
San Vito Dei Normanni Air Sta, APO New York 09240

JAPAN
Kadena Air Base, APO San Francisco 96239
Misawa Air Base, APO San Francisco 96519
Naha Air Base, APO San Francisco 96235
Tachikawa Air Base, APO San Francisco 96323
Yokota Air Base, APO San Francisco 96328

KOREA
Kimpo Air Base, APO San Francisco 96276
Kunsan Air Base, APO San Francisco 96264
Kwangju Air Base, APO San Francisco 96324
Osan Air Base, APO San Francisco 96570
Taegu Air Base, APO San Francisco 96213

NETHERLANDS
Camp New Amsterdam Air Base, APO New York 09292

NORWAY
Kolsas Air Base, APO New York 09085

PANAMA
Albrook Air Force Station, APO New York 09825
Howard Air Force Base, APO New York 09020

PHILIPPINES
Clark Air Base, APO San Francisco 96274
John Hay Air Base, APO San Francisco 96298
Wallace Air Station, APO San Francisco 96277

SPAIN
Moron Air Base, APO New York 09282
Torrejon Air Base, APO New York 09283

TURKEY
Ankara Air Station, APO New York 09254
Diyarbakir Air Station, APO New York 09294
Erhac Malatya Air Base, APO New York 09051
Eskisehir Air Base, APO New York 09254
Incirlik Air Base, APO New York 09289
Istanbul Air Station, APO New York 09380
Karamursel Air Station, APO New York 09324

UNITED KINGDOM
RAF Alconbury, APO New York 09238
RAF Bentwaters, APO New York 09755
RAF Chicksands, APO New York 09193
RAF Croughton, APO New York 09378
RAF Lakenheath, APO New York 09179
RAF Mildenhall, APO New York 09127
RAF Upper Heyford, APO New York 09194
RAF Wethersfield, APO New York 09120
RAF Woodbridge, APO New York 09405

NATIONAL SECURITY AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL

Inquiries from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

GNSA01

System name:

NSA/CSS Access, Authority and Release of Information File.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees, personnel under contract or appointment and military assignees.

Categories of records in the system:

File may consist of authorizations to obtain keys; authorizations for access to specific sensitive information or areas, delegation of responsibility to authorize or request specific action, work projects or access; notification to report for duty in event of hazardous weather or other emergency; authorizations to officially release various types of communications; assignments to special activities; assignments as Agency representatives to department or other government committees, boards, task groups; assignments to special tasks in event of technical or national emergencies; assignments to duties as fire, safety, security officers, Combined Federal Campaign and blood donation workers; and assignments to other special or volunteer duties or activities.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 50 U.S.C. 831-835, (Pub. L. 88-290); 18 U.S.C. 798; E.O. 12333.

Purpose(s):

To provide a means to rapidly determine who may have access to information, spaces, combinations or keys; who is required to report for duty in special circumstances; who has been authorized to release official communications; who has been assigned additional special tasks, voluntary duties or other duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To contractor employees to make determinations as noted in the purpose above; to investigatory authorities engaged in national security investigations and to intelligence authorities or other governmental entities with respect to specific assignments or when emergency action is required. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, paper cards in file boxes, magnetic tapes, disks and other computer storage media, computer listings, microfilm.

Retrievability:

By name.

Safeguards:

For paper, computer listing, cards and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area- additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel Security File-remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

Retained until individual is no longer authorized access or release authority or assigned to specific additional duties. Computer files are purged and updated to reflect current status.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individual for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Applications and related forms requesting access, appointment or authorization, notifications of same, personnel records, personnel security records, and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA02

System name:

NSA/CSS Applicants.

System location:

National Security Agency/Central Security Service, Ft. George G. Meade.

Categories of individuals covered by the system:

Applicants for employment with NSA/CSS.

Categories of records in the system:

File contains forms, documents and correspondence providing personal and qualifications information submitted by individual applicants, educational institutions, past employers, references. Records include processing items, status reports, test results, interview reports, reports of reviewing organizations and other related information.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L.86-36); 50 U.S.C. 831-835, (Pub. L. 88-290); E.O. 10450; 5 U.S.C. and appropriate implementing Office of Personnel Management directives in the Federal Personnel Manual.

Purpose(s):

To support the recruitment, selection, hire and placement of applicants. The file is used to document applicant processing, as a basis for selection decisions by individual agency elements and the personnel organization, and such other related uses as required.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To contractor employees and other government entities to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper in file folders, cards in containers, logs, computer listings, computer magnetic tape, disks and other computer storage media, microfilm.

Retrievability:

By name, social security number, and other appropriate data elements.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by the Deputy Director for Management Services. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only. Remote terminal inhibitions are in force with respect to access to computerized file or data relating to persons not assigned to the organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

For applicants who are subsequently hired, records are transferred to Personnel File or destroyed as appropriate. For applicants not hired, record are retained for a period not to exceed one year or until completion of legal proceedings involving issues pertaining to these records, whichever is later, unless employment requirements necessitate retention for a longer period.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Applicant, educational institutions, references, former employers including other governmental entities, interviewing and reviewing individuals including possible gaining organization, security and medical authorities and other sources as relevant and appropriate.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR part 299a.

GNSA03

System name:

NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as authorized and appropriate.

Categories of individuals covered by the system:

Persons calling or corresponding with NSA/CSS concerning congressional inquiries; job opportunities; Freedom of Information and Privacy Act requests; other information requests, suggestions or comments; registering complaints; requesting appropriate security clearance and permission to visit; requesting or requiring information relating to litigation or anticipated litigation; and employees or assignees registering complaints or requesting information with respect to Equal Employment Opportunities; requesting inquiry or investigation by the Inspector General; requesting advice, opinions, or assistance from the General Counsel or provided to the General Counsel with respect to conflict of interest issues.

Categories of records in the system:

File contains correspondence from and to individuals, documents and memoranda related to the response, written material developed during or in anticipation of litigation or investigation of inquiries, complaints or grievances, written material developed in response to a request for advice or opinion from an individual, written material required by law, executive order, and regulations with respect to Equal Employment Opportunity investigations, Inspector General investigations, judicial branch subpoenas, orders and related actions.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 50 U.S.C. 831-835, (Pub. L. 88-290); 5 U.S.C. 552; Pub. L. 92-261; Pub. L. 93-259; Executive Order 10450; Executive Order 11222; Executive Order 11478; and Executive Order 12356.

Purpose(s):

To provide a record of the official responses and determinations of NSA/CSS to various inquiries for information, complaints or official actions of other governmental agencies and branches.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To contractor employees to make determinations as noted in the purpose above. To provide reports in summary or statistical form to the Office of Equal Employment Opportunity. To appropriate governmental agencies and the judical branch where litigation or anticipated civil or criminal litigation is involved or where sensitive national security investigations related to protection of intelligence sources or methods are involved. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record systems notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name, case, or subject and within subject by name.

Safeguards:

Secure limited access facilities and within those facilities individual limited access offices. Files are stored in lockable containers and are only made available to individuals specifically authorized access or required to respond and individuals affected by actions taken or complaints received. Files related to sensitive investigations by the Equal Emplpoyment Opportunity Office, the Inspector General and General Counsel are additionally protected pursuant to appropriate statutes, executive orders or regulations and attorney-client privilege. In some cases records are sealed pursuant to sensitivity of subject matter or specific court order.

Retention and disposal:

Records are retained on-site indefinitely.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Official correspondence, written materials developed in response to inquiries from executive branch departments and agencies, judicial branch elements, Congress, Congressional committees, individual Congressmen, other government and private entities as appropriate, and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1), (k) (2), (k) (4), and (k) (5). For additional information, see agency rules contained in 32 CFR part 299a.

GNSA04

System name:

NSA/CSS Military Reserve Personnel Data Base.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, field element and military service as authorized and appropriate.

Categories of individuals covered by the system:

Inactive duty military reserve personnel assigned to NSA mobilization billets, requesting to perform on-the-job training in NSA work centers, or scheduled to attend formal and resident courses of instruction under the auspices or sponsorship of NSA.

Categories of records in the system:

File contains correspondence, papers, and forms relating to individual's service extracted from his/her military personnel records including but not limited to military service, enlistment or related service agreement/extension/orders, active duty records; duty status, reserve status; qualifications for active military duty assignments; clearance data; applications/nominations for assignments; pictures; military check-in/out sheets; military skill specialty evaluation data; active duty training; service record brief military personnel utilization survey; correspondence courses, educational/academic records; applications for ID; efficiency or fitness records; application/prior service enlistment documents; work experiences; professionalization documentation; achievement certificates, suggestions; personnel screening and evaluation records; acknowledgement of service requirements; temporary disability record; change of name; documents relating to promotion or non-selection, transfers, leave, pay entitlements, financial records, awards, health or medical records, reports of proceedings of physical fitness boards, birth certificates, citzenship statements and status; passport, questionnaire/records of security clearances, language capability, language proficiency questionnaire; flight records, aviator flight records, instrument certification papers; reduction in grade release, retirement, temporary duty, record of retirement points; correspondence and/or orders relating to dependents, service action, federal recognition orders, correspondence relating to badges, medals, and unit awards, including foreign decorations; correspondence/letters/administrative reprimands/censures/admonitions relating to apprehensions/confinement and discipline.

Authority for maintenance of the system:

National Security Act, 50 U.S.C. 402 note (Pub. L. 86-36); and Title 10, U.S.C.

Purpose(s):

To maintain current and accurate listings of reserve personnel designated to mobilize with the National Security Agency, offered as nominees for NSA Mobilization billets, requesting formal and resident training courses, or seeking on-the-job training in NSA work centers. To determine professional and technical qualifications of reservists to analyze their training needs and to ascertain the eligibility of reservists for promotions, awards, special duty assignments, and similar reasons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, discs, electronic files, or other automated storage media, computer listings and other paper records.

Retrievability:

By name, social security numbers, mobilization billet, courses of training, and other professional qualifications.

Safeguards:

Secure limited access facilities and within those facilities lockable containers. Records are accessible only to authorized personnel.

Retention and disposal:

Records are permanent. They are reviewed periodically and updated at least annually for changes and corrections. Superseded records are destroyed when no longer useful for reference purposes.

System manager(s) and address:

Director, NSA.[4]

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Individual reservists and service reserve personnel files.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1) and (k) (5). For additional information see agency rules contained in 32 CFR part 299a.

GNSA05

System name:

NSA/CSS Equal Employment Opportunity Data.

System location:

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Categories of individuals covered by the system:

NSA/CSS civilian personnel and personnel under contract.

Categories of records in the system:

File contains civilian personnel data and Agency organizational data to title, grade, date of birth, training, date of last promotion, educational attainments, social security number, time of service, personnel codes, organization assignment.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); Pub. L. 92-261; Pub. L. 93-259; Executive Order 11478; Chapter 713 of the Federal Personnel Manual.

Purpose(s):

To ensure compliance with cited authorities with respect to equal employment opportunities. To compile such studies, research, statistics and reports necessary to ensure compliance with cited authorities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To contractor employees to make determinations as noted in the purpose above. Reports, summaries and statistics may be made available to the Office of Equal Employment Opportunity, Congress, Department of Justice and judicial branch elements as required by cited authorities, requested pursuant to those authorities or ordered by specific judicial branch order. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disk or other computer storage media, computer listings, paper in file folders.

Retrievability:

By name, social security number, and specific subject matter data elements.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by EEO Director. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secure, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

System manager(s) and address:

Director of Equal Employment Opportunity, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade,Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Individuals themselves, organizational elements, personnel file, and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records and data elements in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1), (k) (2), and (k) (4). For additional information see agency rules contained in 32 CFR part 299a.

GNSA06

System name:

NSA/CSS Health, Medical and Safety Files.

System location:

Primary System - National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees, military assignees, applicants, retirees, building concessionaires, assigned GSA employees, certain contract employees, visitors requiring emergency treatment, in certain cases members of employees' families with prior approval of the employee, blood donors, designated Health and Safety Officers.

Categories of records in the system:

File may consist of completed medical questionnaires, results of physical examinations and laboratory tests, records of medical treatment and services, x-rays, notices of injury, forms and correspondence including exchanges with Department of Labor related to injury and subsequent claims, correspondence with personal physician, NSA/CSS Medical Center reports, safety reports, absence and attendance records, medical evaluations, fitness for duty reports, 'Log of Federal Occupational Injuries and Illnesses,' results of psychological assessment testing and interviews, psychiatric examination results and related reports, forms and notes, lists of blood donors.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); and Federal Employees Compensation Act of September 7, 1916, as amended, 5 U.S.C. and Office of Personnel Management implementation thereof as contained in Federal Personnel Manual. In addition, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended (42 U.S.C. 4582) and Subchapter A of Chapter I, 42 CFR, Executive Order 11807.

Purpose(s):

To determine fitness for hiring, continued employment or assignment and reassignment; to process accident and compensation claims; correct hazardous conditions; determine eligibility for disability retirement; record names of blood donors; and to record participation in alcohol/rehabilitation programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of Labor in those cases involving compensation claims and to other government entities to make determinations as noted in the purpose above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, magnetic tape, disk or other computer storage media, computer listings.

Retrievability:

By name, social security number and specific subject matter data elements.

Safeguards:

Secure, limited access facilities and within these facilities lockable containers. Records are accessible only to authorized personnel. For machine records stored on magnetic tape, disk or other computer storage within the computer processing area-additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized person only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

Retention and disposal:

Medical files and records on traumatic injury and occupational disease are transferred to official personnel folder upon separation; traumatic injury and occupational disease correspondence on civilian employees and retirees is retained indefinitely. Applicant medical files are retained for no more than one year or until date designated to individual; files on military assignees are forwarded to parent service upon reassignment from NSA/CSS; all other medical case files are destroyed upon termination of association with NSA/CSS. Psychological files on applicants are retained for no more than one year or until date designated to individual; all other files are retained for four years after end of individual's association with NSA/CSS. Decentralized segments are either transferred with employee or assignee, or retained for a period after separation as appropriate but not to exceed three years and are then destroyed. Alcohol abuse patient records retained and disposed of pursuant to cited statute and regulations.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Applicants, employees, assignees, official personnel folders, NSA Safety Officers and records, witnesses to accidents and injuries, medical and administrative personnel, blood donor personnel, members of employee's family with employee's permission and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1), (k) (4), (k) (5) and (k) (6) and may also be subject to certain special access procedures established pursuant to 5 U.S.C. 552a, subsection (f) (3). For additional information, see agency rules contained in 32 CFR part 299a.

GNSA07

System name:

NSA/CSS Motor Vehicles and Carpools.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each non-headquarters facility and field element as appropriate and required.

Categories of individuals covered by the system:

NSA/CSS civilian employees, military assignees, other governmental employees or personnel under contract granted extended temporary or permanent access to an NSA/CSS facility.

Categories of records in the system:

File may consist of machine-readable or regular paper cards, carpool or other transportation survey results, annotated machine listings, post motor vehicle violation reports, stolen vehicle reports, or other forms and correspondence related to parking privileges, transportation needs, local (parking lot) parking enforcement procedures, vehicle abuse and other related matters as appropriate and required.

Authority for maintenance of the system:

40 U.S.C. 318a-b; 50 U.S.C. 797; and Title 41 CFR part 101-20.111 et seq.

Purpose(s):

To provide data necessary to manage and enforce parking lot regulations, to assist employees with respect to vehicle abuse and stolen vehicles, provide carpool assistance, assure availability of adequate transportation and parking facilities and other related matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Selected individual data limited to name, address and telephone number may be made available to commercial or private transportation entities where the individuals have indicated a desire to use or join a multiple-user transportation arrangement. To contractor employees to make determinations as noted in the purposes above. For other uses see 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, machine-readable and other cards in appropriate containers, magnetic tape, disk or appropriate containers, magnetic tape, disk or other computer storage media, computer listings.

Retrievability:

By name, motor vehicle identifier.

Safeguards:

For paper, cards and computer listings - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access is limited to authorized users. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only.

Retention and disposal:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G.Meade, Md. 20755-6000.

Record source categories:

Data provided by individuals, authorities in charge of parking facilities, local civil and military law enforcement entities and other related sources as appropriate and required.

Exemptions claimed for the system:

Individual records and data elements in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1). For additional information see agency rules contained in 32 CFR part 299a.

GNSA08

System name:

NSA/CSS Payroll and Claims.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees and applicants, military assignees, contractors, reemployed annuitants, and personnel under contract.

Categories of records in the system:

File may consist of records on time and attendance; overtime; shift and holiday work; absent without leave reports; payroll deductions, allotments and allowances; requests for leave; payments for travel performed in connection with permanent change of station, temporary duty, invitations, interviews, pre-employment interviews and initial entry on duty. Also included are Pay Adjustment Authorizations (DD Form 139) and Case Collection Vouchers (DD Form 1131) and, in connection with pay claims, waivers, requests for waivers, documents, correspondence, background data, recommendations and decisions.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 31 USC 66a, 951-53; 50 U.S.C. App. section 2160; Titles 5 and 37 of the U.S.C.; Titles 2, 4, 5, and 6 GAO Manual.

Purpose(s):

To maintain effective control over and accountability for all relevant appropriated funds; to provide accounting data to support the NSA/CSS budget request and control the execution of the budget; provide financial information required by the Office of Management and Budget; provide financial information for NSA/CSS management purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a (f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a) (31). Disclosures from this system may also be made to other federal entities as necessary to effectuate repayment of debts owed the Government. To other governmental entities in connection with Social Security deductions, unemployment compensation claims, job-related injury and death benefits, tax audit and collections, claims or actions. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; file cards; computer paper printouts; machine-readable cards; computer magnetic tapes, disks and other computer storage media.

Retrievability:

By name, social security number.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area- additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Forms, cards, requests and other documentation submitted by individuals, supervisors, claims officers. Personnel File data, Time, Attendance and Access File data, and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 USC 552a (k) (1) and (k) (2). For additional information see agency rules contained in 32 CFR part 299a.

GNSA09

System name:

NSA/CSS Personnel File.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element and supervisor as authorized and appropriate.

Categories of individuals covered by the system:

Civilian employees, personnel under contract, military assignees, dependents of NSA/CSS personnel assigned to field elements, individuals integrated into the cryptologic career development program, custodial and commercial services personnel.

Categories of records in the system:

File contains personnel papers and forms including but not limited to applications, transcripts, correspondence, notices of personnel action, performance appraisals, personnel summaries, professionalization documentation and correspondence, training forms, temporary duty, letters of reprimand, special assignment documentation, letters of commendation, promotion documentation, field assignment preference, requests for transfers, permanent change of station, passport, transportation, official orders, awards, suggestions, pictures, complaints, separation, retirement, time utilization, scholarship/fellowship or other school appointments, military service, reserve status, military check in/out sheets, military orders, security appraisal, career battery and other test results, language capability, military personnel utilization survey, work experience, notes and memoranda on individual aspects of performance, productivity and suitability, information on individual eligibility to serve on various boards and committees, emergency loan records, other information relevant to personnel management, housing information where required.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 5 U.S.C. and certain implementing Office of Personnel Management regulations in the Federal Personnel Manual; 10 USC 1124; 44 U.S.C. 3101, and Executive Order 11222.

Purpose(s):

To support the personnel management program; personnel training and career development; personnel planning, staffing and counseling; administration and personnel supervision; workforce study and analysis; manpower requirements studies; emergency loan program; and training curricula planning and research.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To gaining employers or to financial institutions when individual has applied for credit; to contractor employees to make determinations as noted in the purpose above; to hearing examiners; the judicial branch or to other gaining government organization as required and appropriate; biographical information may be provided to the White House as required in support of the Senior Cryptologic Executive Service awards program. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

Retrievability:

By name, social security number and other items of relevant information.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals authorized and responsible for personnel management or supervision. For records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Where data elements are derived from the Personnel File, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required.

Retention and disposal:

Primary System - Those forms, notices, reports and memoranda considered to be of permanent value or required by law or regulation to be preserved are retained for the period of employment or assignment and then forwarded to the gaining organization or retained indefinitely. If the action is separation or retirement, these items are forwarded to the Office of Personnel Management or retired to the Federal Records Center at St. Louis as appropriate. Those items considered to be relevant for a temporary period only are retained for that period and either transferred with the employee or assignee or destroyed either when they are no longer relevant or at time of separation or retirement. Computerized portion is purged and updated as appropriate. Personnel summary, training, testing and past activity segments retained permanently. All other portions deleted at end of tenure.

Decentralized System - Files are transferred to gaining organization or destroyed upon separation as appropriate. Computer listings of personnel assigned to an organization are destroyed upon receipt of updated listings.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Forms used to collect and process individual for employment, access or assignment, forms and memoranda used to request personnel actions, training awards, professionalization, transfers, promotion, organization and supervisor reports and requests, educational institutions, references, Office of Personnel Management and other governmental entities as appropriate, and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 USC 552a (k) (1), (k) (4), (k) (5), and (k) (6). For additional information see agency rules contained in 32 CFR part 299a.

GNSA10

System name:

NSA/CSS Personnel Security File.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

Applicants for employment with NSA/CSS; civilian employees; personnel under contract; military assignees; members of advisory groups; consultants; experts; other military personnel; federal employees; employees of contractors, and employees of services; other individuals who require access to NSA/CSS facilities or information and individuals who were formerly affiliated with NSA/CSS.

Categories of records in the system:

File Folder - Photograph, fingerprint data, statement of personal history, agreements with respect to specific security processing procedures, security processing forms and records, investigative reports, contractor appeal records, incident and complaint reports, unsolicited information when relevant, reports by domestic law enforcement agencies when relevant, clearance data, access authorization, foreign travel data, security secrecy agreements, separation and retirement data and other information as required and relevant. Computer File - contains data elements representing a summary and index of the file folder data to include personal identifying data, relevant security processing data, clearance and access data, separation and retirement data.

Authority for maintenance of the system:

50 U.S.C. 831-835 (Pub. L. 88-290); National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 18 USC 798; 50 U.S.C. 403 (d)(3); Executive Orders 10450, 10865, 12333 and 12356.

Purpose(s):

The file is used in determinations with respect to employment, access, assignment and reassignment, assignment to a board of appraisal or management promotion, foreign official and unofficial travel, and other personnel actions where security represents a relevant and valid element of the determination.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To agencies outside DoD, to include but not limited to: Other clearance holder agencies or agencies charged with making clearance determinations, government agencies involved with national security or clearance investigations, other government agencies and private contractors requiring clearance status information and authorized to receive same; the DCI and his General Counsel in the event of litigation or anticipated litigation with respect to unauthorized disclosures of classified intelligence or intelligence sources and methods and related court actions; judicial branch elements pursuant to specific court orders or litigation. In addition, other government agencies or private contractors may be informed of information developed by NSA which bears on assignee's or affiliate's status at NSA with regard to security considerations. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disk or other computer storage media, computer paper printouts, paper in file folders, microfilm.

Retrievability:

By name or unique number assigned individual.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area- additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

Retention and disposal:

Files on all individuals assigned, employed, or granted access to NSA/CSS information or facilities or initiated on individuals requesting employment, assignment or access but never completed due to non-employment, non- assignment or withdrawal or denial of access are maintained a minimum of 15 years after the last security action reflected in the file, then destroyed. Computer records are purged and updated consistent with these retention policies.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals rom individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000

Record source categories:

Data provided by individual during employment and security processing; data provided by investigative service processing individual's background; data provided by references, educational institutions and other sources named by individual or developed during background investigation; unsolicited data from any source where relevant; data provided by the Office of Personnel Management and other agencies, departments, and governmental elements involved in the conduct of National Agency checks; the Federal Bureau of Investigation; data developed by appropriate governmental elements in the course of a national security investigation or investigation into alleged violations of criminal statutes related to unauthorized disc of intelligence of intelligence or protection of intelligence sources and methods; documents furnished by agency element sponsoring individual for access to specific classified information.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1), (k) (2), (k) (5), and (k) (6). For additional information see agency rules contained in 32 CFR part 299a.

GNSA11

System name:

NSA/CSS Time, Attendance and Absence.

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments - Each staff, line, contract, and field element as authorized and appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees and personnel under contract.

Categories of records in the system:

File contains request forms, time cards, authorization forms, notifications, locator cards and other correspondence or revisions thereof related to actions concerning time, attendance, absence, annual leave, sick leave, leave without pay, advance leave, administrative leave, exemplary use of leave, unauthorized leave and absences and other related matters.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 50 U.S.C. 831-835, (Pub. L. 88-290); section 113 of the Budget and Accounting Procedures Act of 1950, as amended; 31 U.S.C. 66a.

Purpose(s):

To provide a means of accounting for all time, attendances and absences of NSA/CSS civilian employees and contract employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To contractor employees to make determinations as noted in the purpose above; to appropriate investigatory authorities engaged in national security investigations; hearing examiners and other authorized individuals with respect to grievances or adverse actions; and to those agencies identified in the NSA/CSS System of Records named 'Payroll and Claims' as necessary to document payroll actions. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

Retrievability:

May be retrieved by name and in some cases social security number.

Safeguards:

For paper, cards, printouts and microfilm - Secure limited-access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access by authorized individuals only. Current time cards are not secured with respect to individual employees within immediate working element. For machine-readable cards, computer magnetic tapes and disks and other computer storage media within the computer processing area additional secure limited-access facilities, specific processing requests from authorized persons only, specific authority to access stored cards, tapes or disk files.

Retention and disposal:

Primary System - Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

Decentralized Segments - Records are temporary, are retained for the period the individual is assigned to an element, or disposed of as appropriate. Time cards and other appropriate forms for pay and leave purposes are forwarded each pay period to the payroll office.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Time cards, request forms and related correspondence from individual employees and assignees, authorizations and notifications from authorizing officers, correspondence from supervisory personnel and investigating officers with respect to abuses of leave and attendance or unauthorized leave and absences, other records or reports related to either exemplary use of leave or abusive use of leave, and other sources as appropriate and required.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 USC 552a (k) (1). For additional information see agency rules contained in 32 CFR Part 299a.

GNSA12

System name:

NSA/CSS Training.

System location:

Primary System-National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

Categories of individuals covered by the system:

NSA/CSS employees, personnel under contract, military assignees and other government employees, designees and military personnel as required and appropriate who attend courses or receive training by or under NSA/CSS sponsorship.

Categories of records in the system:

File contains forms, correspondence, memoranda, student and instructor surveys, requests and other information related to testing and training; tests and test results; test grades, course grades and other student and instructor evaluations; course and class rosters, rosters of individuals by specialty; attendance and time utilization reports for students and instructors; biographical sketches where required and appropriate; course and training histories; other course research and evaluation data; student disciplinary actions and complaints; waiver requests and responses; selected personal data including education level and scholastic achievements; course and training cost data where appropriate; reimbursement and service agreements where appropriate; and other records related to civilian and military training as required and appropriate.

Authority for maintenance of the system:

National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 5 U.S.C., Chapter 41, Executive Order 11348, and Office of Personnel Management implementing directives as contained in the Federal Personnel Manual.

Purpose(s):

To maintain training records necessary to assure the equitable selection and approval of employees for NSA/CSS training or sponsorship; to provide documentation concerning military cryptolinquist resources and individual training, develop training requirements, refine training methods and techniques, and provide individual career and training counseling.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Portions of these files are made available to other governmental and non-governmental entities in support of training requirements. To contractor employees to make determinations as noted in the purposes above. See 'Blanket Routine Uses' at the beginning of NSA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files, binders, computer punch cards, computer listings, computer magnetic tapes, disks and other computer storage media, microfilm.

Retrievability:

By name or social security number.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area-additional secure limited access facilities, specific processing requests accepted from authorized persons only, specific authority to access stored records and delivery granted to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

Primary System - Records are reviewed annually and retained or destroyed as appropriate. Copies of items of significance with respect to the individual are included in the Personnel File and retention is in accordance with the retention policies for that system. Items used as the basis of statistical studies or other research efforts may be retained indefinitely. Computer listings and records are purged and updated as required and appropriate. Decentralized System - Records are reviewed annually and retained or destroyed as appropriate. Individual's file may be transferred to gaining organization if appropriate. Computer listings and records are purged and updated as required and appropriate.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories:

Individual, supervisors, training counselors, instructors and other training personnel; other governmental entities nominating individuals for training; other training and educational institutions; Personnel File, and other sources as required and appropriate.

Exemptions claimed for the system:

Individual records in this file may be exempt pursuant to 5 U.S.C. 552a (k) (1), (k) (5) and (k) (6). For additional information see agency rules contained in 32 CFR part 299a.

GNSA13

System name:

NSA/CSS Archival Records.

System location:

Primary System-National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

Categories of individuals covered by the system:

Individuals who have contributed to the cryptologic archives and individuals who are significant to the history of signals intelligence.

Categories of records in the system:

Records include organizational files, correspondence, tape recorded interviews, forms, documents, reports, films, magnetic tapes, and media, microforms, photographs, and other related items of cryptologic archival interest, most of which are 20 or more years old and have been adjudged to be permanent U.S. Government records not yet declassified.

Authority for maintenance of the system:

Pub. L. 90-620; Pub. L. 81-754; National Security Agency Act of 1959, 50 U.S.C. 402 note (Pub. L. 86-36); 5 U.S.C. 552, Executive Order 12333 and Executive Order 12356.

Purpose(s):

To provide the history, records management, declassification, and archival staffs with a means for locating and quantifying materials that require processing, reference service, review, or evaluation for transmittal to the National Archives.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To enable the historian to locate source materials; permit systematic review of classified records; and provide a source from which response to public queries for NSA/CSS records can be more expeditiously handled and, if possible, declassified. See 'Blanket Uses' at the beginning of NSA's listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy, microforms, electronic storage media and pictures.

Retrievability:

Generally by subject matter as to that material furnished by an individual or about an individual significant to the history of cryptology, by name, or other unique identifier significant to the subject matter and the individual.

Safeguards:

Secure limited access facilities and within those facilities containers appropriate to the level of classification of particular records.

Retention and disposal:

Records are permanent, as determined by disposition schedule approved by the Archivist of the United States. They are reviewed periodically for declassification, and records declassified are transferred to the National Archives.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record access procedures:

Requests from individuals for access shall be in writing addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Chief, Office of Policy, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755-6000.

Record source categories: Individual contributors and operational administrative files; other sources as appropriate.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1) and (k) (4). For additional information, see agency rules contained in 32 CFR part 299a.

DEFENSE NUCLEAR AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certificagion by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

HDNA 001

System name:

Employee Assistance Program.

System location:

Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000. Also at the following subordinate command : Personnel Off Personnel Office, Bldg 20203A, Kirtland AFB, New Mexico 87115-5000, and Civilian Personnel Officer, Armed Forces Radiobiology Research Institute Bethesda, Maryland 20814-5145, Bldg 42, located on the grounds of the National Naval Medical Center.

Categories of individuals covered by the system:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

Case records on employees which are maintained by counselors, supervisors, and civilian personnel offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, or emotional problems.

Authority for maintenance of the system:

Drug Abuse Office and Treatment Act of 1972, as amended by Pub. L. 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Pub. L. 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, United States Code.

Purpose(s):

For use by the Drug and Alcohol Abuse Coordinator in referring individuals for counseling and by management officials for follow-up actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Upon request by or with specific written authority of individual or their authorized representative, selected information may be provided to and used by other counselors or medical personnel, research personnel or employers, when disclosure is to the individual's benefit. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Case records are stored in paper file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

System manager(s) and address:

Occupational Health Nurse, Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000, for Headquarters, Defense Nuclear Agency. Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145, for Armed Forces Radiobiology Research Institute. Civilian Personnel Officer, Kirtland AFB, New Mexico 87115-5000, for Field Command, Defense Nuclear Agency.

Notification procedure:

Information may be obtained from: Occupational Health Nurse, Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000; Telephone: (202) 325-7073 for Headquarters, Defense Nuclear Agency. Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145; Telephone: (301) 295-1047 for Armed Forces Radiobiology Research Institute. Civilian Personnel Officer, Bldg 20203A, Kirtland AFB, New Mexico 87115-5000; Telephone: (505) 264-9253 for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System manager.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Exemptions claimed for the system:

None.

HDNA 002

System name:

Employee Relations.

System location:

Civilian Personnel Management Division (MPCV), Manpower Management and Personnel, Command Services Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000. Also at the following subordinate commands: Civilian Personnel Office, Bldg 20203A, Kirtland AFB, New Mexico, 87115-5000; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814-5145, Bldg 42, located on the grounds of the National Naval Medical Center.

Categories of individuals covered by the system:

Civilian employees and former employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom suitability, discipline, grievance, and appeal records exist.

Categories of records in the system:

Documents and information pertaining to discipline, grievances, and appeals.

Authority for maintenance of the system:

5 U.S.C. 1302, 3301, 3302, 7301; E.O. 11222; E.O. 11557; E.O. 11491.

Purpose(s):

For use by agency officials and employees in the performance of their official duties related to management of civilian employees and the processing, administration and adjudication of discipline, grievances, suitability and appeals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Appeals examiners of the Merit Systems Protection Board; the Comptroller General or his authorized representatives and the Attorney General of the United States or his authorized representatives in connection with grievances, disciplinary actions, suitability, and appeals, Federal Labor Relations officials in the performance of official duties. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in locked security containers in a locked room accessible only to personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed upon separation of the employee from the agency or in accordance with appropriate records disposal schedules.

System manager(s) and address:

Chief, Civilian Personnel Management Division (MPCV), for Headquarters, Defense Nuclear Agency, Washington, D. C., 20305-1000, and for the Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814-5145; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115-5000, for Field Command, Defense Nuclear Agency.

Notification procedure:

Information may be obtained from: Chief, Civilian Personnel Management Division (MPCV), Manpower Management and Personnel, Command Services Directorate, HQ, Defense Nuclear Agency, Washington, D.C., 20305-1000, Telephone: (703) 325-7591, for Headquarters and the Armed Forces Radiobiology Institute, Bethesda, MD, 20814-5145. Information may be obtained from the Civilian Personnel Officer, Bldg 20203A, Kirtland AFB, New Mexico, 87115-5000, Telephone: (505) 264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Supervisors or other appointed officials designated for this purpose.

Exemptions claimed for the system:

None.

HDNA 004

System name:

Nuclear Weapons Accident Exercise Personnel Radiation Exposure Records.

System location:

Field Command, Defense Nuclear Agency (FCDNA), Kirtland AFB, NM, 87115-5000.

Categories of individuals covered by the system:

Military and civilian employees of the Department of Defense and other federal, state, and local government agencies, contractor personnel, and visitors from foreign countries, who participate in planned exercises.

Categories of records in the system:

Note: System contains some data of nonpersonal nature and all information is not always appropriate for all categories of individuals. Name: Social Security Account Number; Date of Birth; Service; Grade/Rank; Specialty Code; Job Series or Profession; Experience with Radioactive Materials such as classification as 'radiation worker,' Use of Film Badge or other dosimetric device; Respiratory Protection Equipment Training and Actual Work in Anticontamination Clothing and Respirators; Awareness of Radiation Risks Associated with Exercises; Previous Radiation Exposure; Role in Exercise; Employer/Organization Mailing Address and Telephone; Unit Responsible for Individual's Radiation Exposure Records; Time in Exercise Radiological Control Area; and External and Internal Radiation Monitoring and/or Dosimetry Results.

Authority for maintenance of the system:

42 U.S.C. 2013 and 2201 (Atomic Energy Act of 1954) and 10 CFR Parts 10 and 20; 5 U.S.C. 7902 and 84 Stat. 1599 (Occupational Safety and Health Act of 1970) and 29 CFR Subparts 1910.20 and 1910.96; Executive Order 12196, Feb. 26, 1980, (Occupational Safety and Health Programs for Federal Employees).

Purpose(s):

For use by agency officials and employees in determining and evaluating individual and exercise collective radiation doses and in reporting dosimetry results to individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of other government agencies, authorized government contractors, national, state and local government organizations and foreign governments in the performance of official duties related to evaluating, reporting and documenting radiation dosimetry data. Officials of government investigatory agencies in the performance of official duties relating to enforcement of Federal rules and regulations. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, discs, computer printout and/or punched cards. Manual records are stored in paper file folders, card files and/or paper rosters.

Retrievability:

Records are normally retrieved by individual's last name or social security account number; records may also be retrieved by Service, organization/employee, dose results or other input data.

Safeguards:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel and computer access is password protected. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings employ security guards and/or intrusion detection systems.

Retention and disposal:

All records are retained permanently.

System manager(s) and address:

Commander, Field Command, Defense Nuclear Agency, Kirtland AFB, NM, 87115-5000, ATTN: Radiological Safety Officer.

Notification procedure:

Information may be obtained from the System Manager, address as above.

Record access procedures:

Requests for information should be addressed to the System Manager and include full name and applicable dates of participation, if available. Visits can be arranged with the System Manager. Requests from current or potential employers must include signed authorization from individual

Contesting record procedures:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000.

Record source categories:

Information in this system of records is (1) supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by a contractor or government dosimetry service, or (4) developed by radiation measurements at the exercise site.

Exemptions claimed for the system:

None.

HDNA 005

System name:

Manpower/Personnel Management System.

System location:

Manpower Management and Personnel, Command Services Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000, Routing Symbol: CSMP. Also at the following subordinate commands: Field Command, Defense Nuclear Agency, Bldg 20364, Kirtland AFB, NM 87115-5000; Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, MD, 20814-5145, Bldg 42 located on the grounds of the National Naval Medical Center. Also supervisor maintained files at all three locations.

Any individual, military or civilian, employed by DNA.

Categories of records in the system:

File contains following information on all personnel assigned to DNA: Social Security Number; Agency; Employee Name; Birth Date; Veteran's Preference; Tenure Group; Service Computation Date; Federal Employees Group Life Insurance; Retirement Code; Nature of Action Code; Effective Date of Action; Position Number; Pay Plan; Occupation Code; Functional Classification Code; Grade; Step; Pay Basis; Salary; Supervisory Position; Location Code/Duty Station; Position Occupied; Work Schedule; Pay Rate Determinant; Sex; Citizen Status; Date Entered Present Grade; Date Entered Present Step; Separation Date; Reason for Separation (Quit Code); Cost Center; Academic Discipline; Career Conditional Appointment Date (Conversion to Career); Education Level; Degree Date; Purpose of Training; Type of Training; Source of Training; Special Interest; Direct Cost; Indirect Cost; Date of Completion; On-Duty Hours; Off-Duty Hours; JTD Paragraph Number; JTD Line Number; Competitive Level; Military Service Retirement Date; Uniformed Service; Service Commissioned (military); Service Pay Grade (rank); Agency Sub-element Code; submitting Office Number; Retired Military Code; Bureau; Unit Identification Code; Program Element Code; Civil Function Code; Guard/; Reserve Technician; Appropriation Code; Active/Inactive Strength Designation; Work Center Code; Projected Vacancy Date; Targeted Grade; Position Title; Date of Last Equivalent Increase; Fair Labor Standards Act Designator; Health Benefits Enrollment Code; Type and Date of Incentive Award; Civil Service or other Legal Authority; Date Probationary Period Begins; Performance Rating; Due Date for Future Action; Position Tenure; Leave Category; Personnel Authorized;

Projected Personnel Requirements; Special Experience Identifiers; Additional Duties; Manpower Track; Facility; Branch of Service; Date of Rank; Primary/Alternate Specialty; Control Specialty; Last OER/EER; Basic Pay Entry Date; Basic Active Service Date; Date of Arrival; Projected Date of Departure; Security Clearance; Marital Status; Spouse's Name; Dependents; Address (Nr and Street, City, State, Zip Code); Phones (Home and Duty); Handicap Code; Minority Group Designator; Aggregate Program Element Code; Position Indicator; Academic Degree Requirements; Directorate/Department, Division, Branch, and Section Office Titles; Service Authorization Position Number; Physical Profile; Nature of Action Code #2; Annuitant Indicator; Vietnam Veteran; Entered Present Position; Future Action Type; Agency Submitting Element; Submitting Office Code; Merit Pay Designator; Bargaining Unit Designator; Old SSN; Course Title Host; Tuition; Transportation Per Diem; Hourly Rate; Training Grade Level; Administrative Cost; Type of Career Training Program.

Authority for maintenance of the system:

5 U.S.C. 301, 302, 4103; Pub. L. 89-554, September 6, 1966.

Purpose(s):

For use by officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian and military employee programs. To compile and consolidate reports relating to manpower authorization/assigned strengths and to record personnel data and use that data to compile information as required by management officials within the agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Representatives of the Merit Systems Protection Board on matters relating to the inspection, survey, audit or evaluation of the civilian programs or such other matters under the jurisdiction of that organization. The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs. Duly appointed Hearing Examiners or Arbitrators for the purpose of conducting hearings in connection with an employee grievance. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, discs, computer printouts, and on punched cards. Manual records are stored in paper file folders and card file boxes.

Retrievability:

Automated records are retrieved by social security number. Manual records are retrieved by employee's last name.

Safeguards: The computer facility and terminal are located in restricted areas accessible only to authorized personnel that are properly screened, cleared, and trained. Manual records and computer printouts are available only to authorized personnel having a need to know. Building employs security guards and is protected by an intrusion alarm system.

Retention and disposal:

Computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis. Monthly reports are destroyed at the end of each FY; annual reports are retained in 5-year blocks, transferred to the WNRC, and offered to NARA 20 years after cutoff.

System manager(s) and address:

Assistant Director, Manpower Management and Personnel, Command Services Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000, Telephone: (202) 325-7199.

Notification procedure:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests should be addressed to System Manager. Written requests for information should contain the full name of individual. For personal visits, the individual should provide military or civilian identification card.

Contesting record procedures:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

Record source categories:

Information is extracted from military and civilian personnel records, Joint Manpower Program documents and voluntarily submitted by individual.

Exemptions claimed for the system:

None.

HDNA 006

System name:

Employees Occupational Health Programs.

System location:

Occupational Health Unit, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Routing Symbol: HU.

Categories of individuals covered by the system:

Any individual, military or civilian, employed by DNA and GSA employees assigned to the building.

Categories of records in the system:

File contains a variety of records relating to an employee's participation in the DNA Occupational Health Program. Information which may be included in this system are the employee's name, SSN, date of birth, weight, height, blood pressure, medical history, blood type, nature of injury or complaint, type of treatment/medication received, immunizations, examination findings and laboratory findings, exposure to occupational hazards.

Authority for maintenance of the system:

5 U.S.C. 7901 et seq., Pub L. 79-658.

Purpose(s):

For use by authorized medical personnel in providing any medical treatment or referral; to provide information to agency management officials pertaining to job-related injuries or potential hazardous conditions; and to provide information relative to claims or litigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of Personnel Management, and the Federal Labor Relations Authority (including the General Counsel) in the performance of official duties. The Department of Labor in connection with claims for compensation. The Department of Justice in connection with litigation relating to claims. The Occupational Safety and Health Agency in connection with job-related injuries, illnesses, or hazardous conditions. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper file folders and card file boxes.

Retrievability:

Records are manually retrieved either by last name or the terminal digit filing system.

Safeguards:

During the employment of the individual, medical records are maintained in files located in a secured room with access limited to those whose official duties require access.

Retention and disposal:

Records are retained until the individual leaves the Agency. If they have no long term value, they are destroyed at this time. If they have continuing value, they may be combined with the Official Personnel Folder which is forwarded to the Federal Personnel Records Center or to the new employing agency, as appropriate.

System manager(s) and address:

Occupational Health Nurse, Occupational Health Unit, Headquarters, Defense Nuclear Agency, Washington, D.C. 20305-1000. Telephone: (202) 325-7073.

Notification procedure:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests should be addressed to System Manager. Written request for information should contain the full name of the requester. For personal visits the individual should provide military or civilian identification card.

Contesting record procedures:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the

General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

Record source categories:

Information in this system of records is: (1) Supplied directly by the individual, or (2) derived from information supplied by the individual, or (3) supplied by the medical officer or nurse providing treatment or medication, or (4) supplied by the individual's private physician.

Exemptions claimed for the system:

None.

HDNA 007

System name:

Security Operations.

System location:

Security and Operations Division (ISSO), Intelligence and Security, Command Services Directorate, HQ, Defense Nuclear Agency, Washington, D. C., 20305-1000. Also at the following subordinate commands: Security Division (FCSS), Field Command, Defense Nuclear Agency, Kirtland AFB, Albuquerque, New Mexico 87115-5000; and Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20814-5145.

Categories of individuals covered by the system:

All military and civilian personnel assigned to, or employed by HQ, Defense Nuclear Agency (DNA), Field Command, Defense Nuclear Agency (FCDNA), and the Armed Forces Radiobiology Research Institute (AFRRI). Other U.S. Government personnel, U.S. Government contractors, foreign government representatives, and visitors from foreign countries.

Categories of records in the system:

System contains following information on individuals (not all information is appropriate to all categories of individuals covered by the system): Name; Social Security Account Number; Date and Place of Birth; Height; Weight; Hair/Eye Color; Citizenship; Grade/Rank; Service; Organization; Security Clearance; Date of Clearance; Basis Special Accesses; Courier Authorization; Continuous Access Roster Expiration Date; Badge Number; Contracting Officer's Representative; Contracting Officer's Organization Special Intelligence Access; Expiration Date; Agency, Billet Number; List of Badges/Passes Issued; List of Keys Issued; Conference Title; Conference Duties; Location. Department of Defense Form 398, 'Statement of Personal History,' Reports of Investigation, Security Incident Files, Visit Requests; Conference Rosters; Clearance and Special Access Rosters; picture and identification cards; correspondence concerning adjudication/passing of clearances.

Authority for maintenance of the system:

Executive Order 10450, 'Security Requirements for Government Employment April 27, 1953, as amended by Executive Orders 10491, 10531, 10548, 10558, 11605, and 11785, Executive Order 12065, 'National Security Information,' dated June 28, 1978. Section 21 of the Internal Security Act of 1950 (Pub L. 831). Section 145 of the Atomic Energy Act of 1954, as amended by Pub L. 83-703, 42 U.S.C. 2185.

Purpose(s):

For use by officials and employees of the Defense Nuclear Agency and other DoD Components in the performance of their official duties related to determining the eligibility of individuals for access to classified information, access to buildings and facilities, or to conferences over which DNA has security responsibility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of Government contractors and other Government agencies in the performance of their official duties related to the screening and selection of individuals for security clearances and/or special authorizations, access to facilities or attendance at conferences. See the Routine Uses at beginning of Defense Nuclear Agency listing and the applicable exemption at end of system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, discs, computer printouts, and/or punched cards. Manual records are stored in paper file folders, card files and paper rosters.

Retrievability:

Automated records are retrieved by individual's last name, conference title, and by type of badge issued. Manual records are retrieved by individual's last name, organization or subject file.

Safeguards:

The computer facility and terminals are located in restricted areas accessible only to authorized personnel. Manual records and computer printouts are available only to authorized persons with an official need to know. Buildings employ security guards and/or intrusion detection systems.

Retention and disposal:

Computer records on individuals are erased upon termination of an individual's affiliation with DNA, FCDNA, or AFRRI; personnel security files are destroyed within thirty days from the date of termination of an individual's employment, assignment or affiliation with DNA, FCDNA or AFFRI. Manual records or conference attendees, visitors, and visit certifications to other agencies are maintained for two years and destroyed. Security incident files are retained for two years unless they concern compromise of classified information, in which case they may be retained permanently.

System manager(s) and address:

Assistant Director, Intelligence and Security (CSIS), Command Services Directorate, HQ, Defense Nuclear Agency Washington, D.C. 20305-1000, for HQ, DNA and AFRRI. Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM 87115-5000.

Notification procedure:

Information may be obtained from the System Manager, address above, for HQ, DNA and AFRRI. Telephone: (202) 325-7086; for FCDNA, from the System Manager, address above, Telephone: (505) 264-1423.

Record access procedures:

Requests for information should be addressed to the System Manager, addresses above. Written requests for information should contain the full name, home address, social security number, date and place of birth. For personal visits, the individual must be able to provide identification showing full name, date and place of birth, and social security number.

Contesting record procedures:

Rules for contesting contents and appealing initial determinations may be obtained from the System Manager, address above, or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

Record source categories:

Information is extracted from military and civilian personnel records, investigative files, and voluntarily submitted by individual.

Exemptions claimed for the system:

Part of this system may be exempt under 5 U.S.C. 552a (k)(5) as applicable. The exemption rule for the system is contained in Title 32, Code of Federal Regulations, Part 291a, as amended.

HDNA 008

System name:

Biographies.

System location:

Public Affairs Office, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Routing Symbol: PAO.

Categories of individuals covered by the system:

Senior military officers of the Army, Air Force, Navy and Marines; senior DoD civilians, and contractor personnel.

Categories of records in the system:

Brief biographical data (sometimes including photographs).

Authority for maintenance of the system:

5 U.S.C. 301 and 302.

Purpose(s):

To maintain biographical data for use by agency officials and employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information on key Defense Nuclear Agency personnel may be released to the media, individuals, businesses, or any other public or private requester for use in compiling background information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by last name.

Safeguards:

Files are secured in a locked file in an area accessible only to authorized personnel. The building is protected by security guards and an intrusion alarm system.

Retention and disposal:

Files are retained in an active file until retirement, transfer, separation or death of the individual concerned or in accordance with current records management regulations.

System manager(s) and address:

Public Affairs Officer, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000, Telephone: (202) 325-7095.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Written requests should be addressed to HQ, Defense Nuclear Agency, ATTN: Public Affairs Office, Washington, D. C. 20305-1000 and contain the full name of the requester. Visits can be arranged by the Public Affairs Officer, Telephone: (202) 325-7095.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager or from the General Counsel, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000.

Record source categories:

Information is voluntarily submitted by individual.

Exemptions claim[illegible] the system:

None.

HDNA 009

System name:

Personnel Radiation Exposure Records.

System location:

Armed Forces Radiobiology Research Institute (AFRRI), Defense Nuclear Agency, Bethesda, MD, 20814-5145, on the grounds of the National Naval Medical Center, and Field Command, Defense Nuclear Agency (FCDNA), Kirtland AFB, NM 87115-5000.

Categories of individuals covered by the system:

Employees, contractors, or visitors who enter the AFRRI building; other DNA/FCDNA employees who work in positions which might result in exposure to radiation; and individuals who participated in the cleanup of Enewetak Atoll.

Categories of records in the system:

Name, Social Security Account Number, Sex, Date of Birth, Current and Previous Radiation Exposure History, Dates and Places of Employment, Dates of Exposures, Citizenship, Information on Pregnancy, Areas Visited or Worked, Dates of Arrival and Departure, Organization, Assigned Department, Bioassay Information, Grade/Rank, Work Phone and Location.

Authority for maintenance of the system:

Atomic Energy Act of 1954, 42 U.S.C. 2013, Military Construction Appropriation Act of 1977 (Pub L. 94-367) and DNA OPLAN 600-77, Cleanup of Enewetak Atoll.

Purpose(s):

For use by agency officials, employees, and authorized contractors, to provide documentation of any exposure to radiation which might be experienced by an individual in the course of work related activities or while present in agency facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be released to support legal or medical claims for or against the government; to regulatory agencies for use in measuring quality of radiation protection programs, or for licensing procedures; to current or potential employers; to individuals or their authorized representatives; to contractors for use in processing uniquely identifiable dosimetry devices and for maintaining required dosimetry histories. See also blanket routine uses at the beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files, paper records in file folders, microfiche/film and automated records on magnetic tapes, disks and computer printouts.

Retrievability:

Alphabetical by last name of individual. Automated records are selectable on all fields within the record.

Safeguards:

Computer equipment and records are in controlled access areas protected by either guards, intrusion alarms, or coded locks. Manual or hard copy records are further secured in locked cabinets or vaults. Automated programs are protected by user identification codes and passwords which limit access to the system.

Retention and disposal:

For employees, records are kept for 75 years. For visitors, records are retired after two years to record holding area for 75 year retention. Enewetak records are retained for 75 years.

System manager(s) and address:

Department Head, Radiation Safety Department, Armed Forces Radiobiology Research Institute, Defense Nuclear Agency, Bethesda, MD 20814-5145; Health Physicist, Logistics Directorate, Field Command, Defense Nuclear Agency, ATTN: (FCLS), Kirtland AFB, NM 87115-5000.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Information may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager or the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

Record source categories:

Information is voluntarily submitted by individuals or derived from exposure data.

Exemptions claimed for the system:

None.

HDNA 010

System name:

Nuclear Test Participants.

System location:

Radiation Policy Division (RARP), Radiation Sciences Directorate, HQ, Defense Nuclear Agency, Washington, D. C. 20305-1000; Field Command, Defense Nuclear Agency, ATTN: FCLS, Kirtland AFB, NM 87115-5000.

Categories of individuals covered by the system:

Military and civilian participants of the U. S. nuclear testing programs (includes some personnel from the occupational forces in Japan).

Categories of records in the system:

Name, rank, grade, service number, social security number, last known or current address, dates and extent of test participation, exposure data, unit of assignment, medical data, and documentation relative to administrative claims or civil litigation.

Authority for maintenance of the system:

Atomic Energy Act of 1954, 42 U.S.C. 2013 and Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Nuclear Agency dated Jan. 28, 1978, Subject: DoD Personnel Participation in Atmospheric Nuclear Weapons Testing.

Purpose(s):

For use by agency officials and employees, or authorized contractors, and other DoD components in the preparation of the histories of nuclear test programs; to conduct scientific studies or medical follow-up programs and to provide data or documentation relevant to the processing of administrative claims or litigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

National Research Council and the Center for Disease Control, for the purpose of conducting epidemiological studies on the effects of ionizing radiation on participants of nuclear test programs. Department of Labor, for the purpose of processing claims by individuals who allege job-related disabilities as a result of participation in nuclear test programs and for litigation actions. Department of Energy, for the purpose of identifying DOE and DOE contractor personnel who were, or may be in the future, involved in nuclear test programs; and for use in processing claims or litigation actions. Veterans Administration, for the purpose of processing claims by individuals who allege service-connected disabilities as a result of participation in nuclear test programs and for litigation actions; and to conduct epidemiological studies on the effect of radiation on nuclear test participants. Information may be released to individuals or their authorized representatives. See also blanket routine uses at beginning of Defense Nuclear Agency listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, computer magnetic tape disks and printouts in secure computer facilities.

Retrievability:

Records are retrieved by name, military service number and social security number.

Safeguards:

Paper records are filed in folders stored in areas accessible only by authorized personnel. Buildings are protected by security guards and intrusion alarm systems. Magnetic tapes are stored in a vault in a controlled area within limited access facilities. Access to computer programs is controlled through software applications which require validation prior to use.

Retention and disposal:

Records are retained for 50 years after termination of case.

System manager(s) and address:

NTPR Program Manager (RARP), Radiation Sciences Directorate, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000 (for atmospheric test records) and Field Command, Defense Nuclear Agency, ATTN: FCLS, Kirtland AFB, NM 87115-5000, (for underground test records).

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Requests for access may be addressed to the System Manager.

Contesting record procedures:

Information on agency rules and procedures for contesting record contents or appealing initial determinations may be obtained from the General Counsel, HQ, Defense Nuclear Agency, Washington, D.C. 20305-1000.

Record source categories:

DNA Form 10, DoD records from individuals voluntarily contacting DNA or other elements of DoD by phone or mail, dosimetry records and records from the Department of Energy, the Veterans Administration, the Social Security Administration, the Internal Revenue Service, and the Department of Health and Human Services.

Exemptions claimed for the system:

None.

ORGANIZATION OF THE JOINT CHIEFS OF STAFF

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

JOJCS001MILPERS

System name:

OJCS Medals and Awards Files and Report System; Microfilmed Historical Awards.

System location:

Military Personnel Branch, Personnel Division, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All military officer/enlisted personnel, regular and reserve, who are serviced by the Organization of the Joint Chiefs of Staff.

Categories of records in the system:

File contains, but not limited to, recommendations and substantiating documents for awarding of the medals and awards; orders authorizing awards, certificates of eligibility, memoranda for the record, vote sheets, status sheets, board memberships lists, criteria and analysis, agency historical file, reports, reclama actions, recommendations for foreign awards, special category and exception to policy, bulletins, miscellaneous correspondence, Decorations and Awards Board memoranda, memoranda and records and microfilmed historical awards.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Section 141-143.

Purpose(s):

This information is used by the Secretary of Decorations and Awards Board to retrieve information for the Maintenance of the Awards Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Access to space is limited to personnel office personnel during nonworking hours via locked door. During working hours the space is occupied by personnel office personnel at all times.

Retention and disposal:

Files are permanent. They are microfilmed and retained for historical purposes.

System manager(s) and address:

Director, Joint Staff, OJCS, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Secretary, Decorations and Awards Board, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301 Telephone: 202-695-4759.

Record access procedures:

Request from individual should be addressed to: Secretary, Decorations and Award Board, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identification, that is, at least, his identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Source of information is obtained from agencies which are serviced by the Organization of the Joint Chief of Staff.

Exemptions claimed for the system:

None.

JOJCS002MILPERS

System name:

Military Personnel Files.

System location:

Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization for the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All military personnel, assigned to, attached to or on temporary duty with the Organization of the Joint Chiefs of Staff.

Categories of records in the system:

Files contain personnel information which has been extracted from the individual's official Military Personnel File. Files contain information pertaining to, but not limited to, name, grade, service number, service job title, expected date of arrival for duty with the Organization of the Joint Chiefs of Staff, expected date of departure from the Organization of the Joint Chiefs of Staff.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Section 141-143.

Purpose(s):

To be used by Officials of Military Personnel Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff to perform administrative functions required on individuals prior to their assignment to, during their assignment to, and after their assignment to the Organization of the Joint Chiefs of Staff. Uses include, but are not limited to, knowing when an individual will arrive, what agency they will be assigned to, who they will replace and when an individual will depart.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; paper card files; ringed binders.

Retrievability:

Filed alphabetically by last name of individual, filed by agency, filed by requisition number.

Safeguards:

Building employs security guards. Records are stored in file cabinets. The room(s) are locked when unattended.

Retention and disposal:

Files are retained in active file until individual departs the Organization of the Joint Chiefs of Staff. Upon departure, the individual's file is placed in the inactive file. The file is retained for approximately one year.

System manager(s) and address:

Chief, Military Personnel Branch Personnel Division, Directorate, of Administrative Services, Organization of the Joint Chiefs of Staff.

Notification procedure:

Information may be obtained from: Chief, Military Personnel Branch Personnel Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301 Telephone: 202-697-3540.

Record access procedures:

Request from individual should be addressed to: Chief, Military Personnel Branch, Organization of the Joint Chiefs of Staff, the Pentagon, Washington, D.C. 20301. Written requests for information should contain full name of the individual, current address and telephone number. For personal visits, the individual should be able to provide some acceptable identifications.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Source of information is the individual and the individual's Official Military Personnel Files.

Exemptions claimed for the system:

None.

JOJCS003SMB

System name:

Directorate Administrative Services Management Information System (DASMIS).

System location:

Staff Management Branch, Directorate of Administrative Services, Organization of the Joint Chief of Staff, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All individuals assigned to the OJCS; all persons with access into the OJCS restricted areas; personnel with SIOP clearance.

Categories of records in the system:

File contains individual's security clearance, personal and office address, date or rank, date of birth, assignment and rotation dates, service, rank, grade, Social Security Account Number.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Section 141-143.

Purpose(s):

To be used by officials of the Personnel Division in performing all administrative functions as appropriate with respect to personnel assigned to the OJCS; for monitoring and processing requests for manpower and organizational management services, performing organizational and manpower reviews for OJCS. Used by the Service Division in developing and preparing financial data for the OJCS and carrying out associated programming and fiscal functions, assigning space and providing equipment, supplies and service support as may be required by the OJCS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disc, magnetic tape backup.

Retrievability:

Record ID made up of billet number, record type and Social Security Account Number.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared, also access to data requires the proper users-ID and password.

Retention and disposal:

Personnel records are permanent. All records are maintained in an active file. Security-OJCS records are permanent. Non-OJCS records are deleted upon termination/expiration of badges or passes.

System manager(s) and address:

Staff Management Branch, Directorate of Administrative Service, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301. National Military Command System Support Center, Defense Communications Agency, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Staff Management Branch, Directorate of Administrative Services, OJCS Room 1A724, Pentagon, Washington, D.C. 20301 Telephone: 202-695-0475.

Record access procedures:

Requests for individuals should be addressed to: Staff Management Branch, Directorate of Administrative Service, OJCS, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name, rank and service and agency while assigned to the OJCS, plus Social Security Account Number. For personal visits, the individual should be able to provide some acceptable identification, that is: Driver's license employing office identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing intitial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is obtained from various OJCS, DoD, and Standard Forms from the respective Services; from distributed documents routed to all personnel effected.

Exemptions claimed for the system:

None.

JOJCS004SECDIV

System name:

Personnel Security File, Security Division, DSS.

System location:

Personnel Security Branch, Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All personnel assigned to or employed by the OJCS who have been granted a security clearance; all individuals who are civilian applications or military nominees for duty with OJCS; all persons who have been authorized a pass for access to the restricted of the OJCS.

Categories of records in the system:

File contains, individual's records of security clearances granted; security briefing and debriefing certificates; personal history statements' record card file of request for pass or badge; and other related security processing papers.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Section 141-143.

Purpose(s):

This information is used by Officials and personnel of the OJCS Security Division, DSS to perform all administrative functions necessary to determine eligibility of personnel for security clearance provide processing of all security clearances; processing and producing all passes and badges for personnel requiring access to OJCS restricted areas; devise and implement security policies and provide for the security of the OJCS areas.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; paper card files.

Retrievability:

Filed alphabetically by individual's last name.

Safeguards:

Building employs security guards. Records are maintained in an alarmed vault only to authorized Security Division personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are maintained in active file until individual departs the OJCS at which time entire file is destroyed; card files are deleted upon termination/expiration of pass or badge.

System manager(s) and address:

Director of Administrative Services, Organization of the Joint Chiefs of Staff.

Notification procedure:

Information may be obtained from: Security Division, Directorate of Administrative Services, OJCS Room 2E949, The Pentagon, Washington, D.C. 20301 Telephone: 202-695-0866.

Record access procedures:

Request from individual should be addressed to: Chief, Security Division, Directorate of Administrative Services, OJCS, Pentagon, Washington, D.C. 20301. Written requests for information should contain the full name, rank, Service, Social Security Account Number of the individual, current address, telephone number and agency to which assigned in OJCS or if non-OJCS, identify current employer. Visits are limited to the Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, Pentagon, Washington, D.C. 20301. For personal visits, the requesting individual must provide acceptable proof of identity, such as full name, date and place of birth and some additional verbal information that can be verified by his 'case' record, as parents' names, recent addresses, etc.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Personal History Statements and related security forms from the individual being considered for security clearances or passes; clearance verification correspondence; correspondence originating from the Defense Investigative and other Federal agencies.

Exemptions claimed for the system:

None.

JOJCS005CRIS

System name:

Command Resources Information System (CRIS).

System location:

Intelligence Center Pacific, Box 38, Camp H.M. Smith, Hawaii 96861.

Categories of individuals covered by the system:

All DoD and DoD affiliated personnel, military and civilian including spouse, working in or assigned to the Intelligence Center Pacific (IPAC).

Categories of records in the system:

Personal information consisting of the individual's name, social security number, rank and grade, employment and work history data, home phone, address and name of spouse.

Authority for maintenance of the system:

National Security Act of 1947, as amended; 5 U.S.C. 301 Departmental Regulations; and 44 U.S.C. 3101 Records Management by Federal Agencies.

Purpose(s):

This consolidated automated personnel system consisting of all information required to satisfy reporting and recordkeeping requirements identified in regulations and directives by the Military Services, the JCS civilian support offices and IPAC is used by management personnel of the Consolidated Civilian Personnel (CCPO) and various military personnel offices to satisfy reporting requirements. It is also used for internal recordkeeping requirements and policies such as award nominations, phone listings, alert/recall rosters, status and efficiency reports, training, budgetary and fiscal reports, and to provide for verification and update of previously provided information and summary descriptive statistical or analytical management information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any of the blanket routine uses published by the organization of the Joint Chiefs of Staff.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in the file folders; computer floppy and hard disks in secure facility.

Retrievability:

Paper file records retrieved by name. Computer records retrieved by name, SSN, organizational location, billet number.

Safeguards:

Paper records are stored in locked horizontal and vertical cabinets in a limited access area of the IPAC. The computer hardware, disks, and other materials are secured in locked cabinets and desks in a controlled and guarded area. All records are located in a Secure Compartmented Information Facility (SCIF) and adjacent secure work areas. Computer access is via controlled dial in and is password controlled. Passwords are changed semiannually or upon the departure of any person knowing the password. The automated system is operated by IPAC, and only personnel with an official need to know are given the password and user identification information needed to access the computer system. While the file is primarily indexed by social security number (SSN) and name, any combination of fields and data can be used to select individual records.

Retention and disposal:

Paper records are retained until transferred to computer data bases and then destroyed. Computer printouts are destroyed after use as working papers. Magnetic disks are retained until they are no longer required for reference, then erased.

System manager(s) and address:

Arnold Mabile, Colonel, USAF, Commanding Officer, Intelligence Center Pacific, Box 38, Camp H.M. Smith, HI 96861. Telephone (808) 477-5203.

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Requests should be addressed to the system manager.

Contesting record procedures:

Information on contesting record contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

IPAC records, information from CCPO and military personnel offices, and from voluntary submittals by individuals assigned to or working in IPAC.

Exemptions claimed for the system:

None.

DEFENSE COMMUNICATIONS AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

KCIV.01

System name:

Records Relating to DCA Transactions under the Privacy Act of 1974

System location:

Each office of the Defense Communications Agency (DCA) worldwide which is required to submit information it maintains for each system of records maintained under the provisions of the Privacy Act of 1974 and records of information released or withheld under the Act.

Categories of individuals covered by the system:

All military and civilian personnel currently assigned to or employed by DCA. Also limited historical records on personnel previously assigned or employed by DCA.

Categories of records in the system:

All types of records which relate to release or withholding of data relating to the rights of the privacy of an individual.

Authority for maintenance of the system:

Pub. L. 93-579, 'The Privacy Act of 1974'

Purpose(s):

Used by the Civilian Assistant to the Chief of Staff, Headquarters, DCA for periodic reporting under provisions of the Act.

Used by the Comptroller, Headquarters, DCA for budgeting and manpower allocation within the Agency.

Used by the Counsel, Headquarters, DCA in preparing for possible litigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE-USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records kept in file cabinets or safes.

Retrievability:

By name or SSAN.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Retained for at least 5 years, then destroyed.

System manager(s) and address:

Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA

Notification procedure:

Requests from individuals should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA. The full name and organizational assignment, of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of the Civilian Assistant to the Chief of Staff, DCA, Code 104, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester should present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Civilian Assistant to the Chief of Staff for assistance. The mailing address is listed in the organizational directory of the DCA published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Accountings submitted by those DCA officials who are SYSMANAGERS of Record Systems reportable under the Privacy Act of 1974.

Exemptions claimed for the system:

None.

KDCE.01

System name:

Visit Notification/Clearance Verification Records NR501-11.

System location:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

Categories of individuals covered by the system:

Same plus industrial contractors requiring admittance to the facility on official business.

Categories of records in the system:

Form listing the name, date and place of birth, SSAN, clearance status, and basis for that clearance.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Purpose(s): To identify official visitors to defense installations and organizations responsible for work on Defense Department contracts and verify the level of classification to which each is authorized access.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Destroyed one year after revocation of permit to enter premises.

Storage:

File folders.

Retrievability:

By folder identified by contractor or individual's name.

Safeguards:

Building security guards. Records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

Retention and disposal:

Records not permanent. Retained one year after revocation then destroyed.

System manager(s) and address:

Chief, security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC),1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC) 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or drivers's license.

Record access procedures:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and Civilian Personnel whose names appear on the form.

Exemptions claimed for the system:

None.

KDCE.02

System name:

Parking Permit Control Files 501-07.

System location:

Security Branch, Defense Communications Engineering Center (DCEC)) Code R121

Categories of individuals covered by the system:

Military and Civilian personnel employed by the Defense Communications Engineering Center (DCEC) and Command and Control Technical Center (CCTC).

Categories of records in the system:

Owner's name and vehicle identification data and parking number assigned.

Authority for maintenance of the system:

Federal Property Management Regulations, Temporary Regulation D-47, dated May 22, 1974, issued by the General Services Administration (GSA).

Purpose(s):

To assign specific parking spaces to personnel so authorized, and to identify parked vehicles when circumstances so dictate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Destroyed upon departure of individual from employment with Defense Communications Engineering Center (DCEC) or Command and Control Technical Center (CCTC) or when no longer authorized to park.

Storage:

File folders.

Retrievability:

By parking number.

Safeguards:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

Retention and disposal:

Records are not permanent. Retained while individual is authorized reserved parking, then destroyed.

System manager(s) and address:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090 to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and Civilian personnel whose names appear on the form.

Exemptions claimed for the system:

None.

KDCE.03

System name:

DA Form 727 Classified Container Information File 503-02.

System location:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

Categories of individuals covered by the system:

Classified container information listing the name, address, and telephone number of each person authorized access to the container.

Categories of records in the system:

This form records the name, grade, address, and home telephone numbers of the above individuals.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 12356.

Purpose(s):

To identify, locate and contact each person authorized access when the need arises.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Destroy when obsolete, i.e. when person departs, when combination changed, or when container no longer used.

Storage:

File folders.

Retrievability:

By capital property number.

Safeguards:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

Retention and disposal:

After becoming obsolete, file is destroyed.

System manager(s) and address:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and Civilian Personnel whose names appear on the form.

Exemptions claimed for the system:

None.

KDEC.02

System name:

Authorization to Sign for Classified Material List.

System location:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois

Categories of individuals covered by the system:

Records Systems contains the names of DECCO personnel who are authorized to receive classified material from the Commander 375 Air Base Group, Scott Air Force Base, Illinois.

Categories of records in the system:

Records consist of retained copy of letter containing names and specimen signatures of DECCO personnel who are authorized to pick up classified material from the 375 Air Base Group, Scott Air Force Base, Illinois.

Authority for maintenance of the system:

Executive Order 10450, as amended

Purpose(s):

Used by the Chief, Administrative Division, Cdoe D210, DECCO to determine which DECCO personnel are authorized to pick up classified mail from the 375 Air Base Group.

Used by the Commander, 375 Air Base Group to verify that DECCO personnel who appear at the unit to pick up classified mail are authorized to do so.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are filed in a folder which is kept in a safe.

Retrievability:

Information is retrieved by name.

Safeguards:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. List is updated as personnel changes occur. The superseded list is then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Activity's rules for access and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

Exemptions claimed for the system:

None.

KDEC.03

System name:

Classified Material Receipt Authorization List.

System location:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Records system contains names of DECCO personnel who are authorized to receive classified material upon delivery by mail room personnel.

Categories of records in the system:

Records consist of name, social security number, and grade of individuals authorized to receipt for classified documents.

Authority for maintenance of the system:

Executive Order 10450, as amended

Purpose(s):

Chief, Administrative Division uses the list as a tracer to determine individuals who receive classified material.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in a locked safe.

Retrievability:

Records are retrieved by name.

Safeguards:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. List is updated as personnel changes occur. Superseded list is then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D200, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of individuals in the system are furnished by the Chief, Administrative Division, DECCO.

Exemptions claimed for the system:

None.

KDEC.04

System name:

Authority to Review/Sign for Classified Messages at 1918 Communications Center.

System location:

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Records system contains the names of DECCO personnel who are authorized to review, sign for, and pick up classified messages in the Communications Center Squadron.

Categories of records in the system:

Records consist of a copy of a letter addressed to the Commander, 1918 Communications Squadron to show specimen signatures of DECCO personnel who are authorized to review, sign for, and pick up classified messages at that unit.

Authority for maintenance of the system:

Executive Order 10450, as amended

Purpose(s):

Used by Chief, Administrative Division, DECCO to determine which mail room personnel are authorized to review, sign for, and pick up classified messages.

Used by Commander, 1918 Communications Squadron to verify that specific DECCO personnel who came to the Communications Center to pick up classified messages are authorized to do so.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are filed in a file folder which is kept in a safe.

Retrievability:

Information is retrieved by name of individual.

Safeguards:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. List is updated as required. The superseded list is then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D210, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

Exemptions claimed for the system:

None.

KDEC.05

System name:

Access Listing to Classified Material (NATO).

System location:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Records system contains the names and specimen signatures of DECCO personnel who are authorized access to NATO documents.

Categories of records in the system:

Records consist of copy of letter sent to Code 240, Headquarters, A. Letter contains names and specimen signatures of DECCO personnel who are NATO control officers and alternates.

Authority for maintenance of the system:

Executive Order 11652

Purpose(s):

Used by the Chief, Administrative Division to determine personnel who are authorized access to NATO documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are filed in a folder which is kept in a safe.

Retrievability:

Information is retrieved by name.

Safeguards:

Records are maintained in a restricted area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. They are updated when changes in personnel occur, and the superseded list is destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of individuals are furnished by the Chief, Administrative Division, DECCO.

Exemptions claimed for the system:

None.

KDEC.06

System name:

Nominations/Enrollments for Training Courses.

System location:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D220, Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Records required on military and civilian members who enroll in government training courses.

Categories of records in the system:

Record indicates personnel data and is not revealed to anyone other than individuals involved in obtaining or allocating classroom spaces.

Authority for maintenance of the system:

5 U.S. Code Chapter 41 and Executive Order 11348

Purpose(s):

Records are used by Chief, Administrative Division to enroll students who have been selected by operating officials to attend government training courses. Information includes name, social security number, office phone, home phone, home address, job title, grade, emergency phone, and emergency address, and name of individual to contact in case of emergency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are kept in a locked file cabinet.

Retrievability:

Records are retrieved by name of trainee.

Safeguards:

Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are retained five years, then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

DECCO's rules for access to records and for contesting their content and appealing initial determination by the individuals concerned are set forth in the Rules and Regulations Section of the Federal Personnel Manual.

Record source categories:

Information provided by individuals.

Exemptions claimed for the system:

None.

KDEC.07

System name:

601-11 Duty Rosters.

System location:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D210, Scott Air Force Base, Illinois

Categories of individuals covered by the system:

On a rotation basis all military and civilian Division Chiefs are on call after duty hours to take action on messages received at the 1918 Communications Center.

Categories of records in the system:

Records contain names and telephone numbers of DECCO personnel on call for duty after regular work hours.

Authority for maintenance of the system:

10 USC 133(b)

Purpose(s):

Listing is used to provide names and home telephone numbers of individuals who may be called after duty hours.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Rosters are locked in a file cabinet.

Retrievability:

Records are retrieved by name of designated individuals.

Safeguards:

Records are stored in a locked file cabinet.

Retention and disposal:

Records are retained two years then destroyed.

System manager(s) and address:

Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois.

Notification procedure:

Records from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

DECCO's rules for access to records will be determined by the Legal Counsel on a case by case basis.

Record source categories:

Obtained from personnel records retained in D210/D220.

Exemptions claimed for the system:

None.

KDEC.08

System name:

101-06 Request and Authorization for Temporary Duty Travel.

System location:

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Military and civilian members who travel in performance of conducting DECCO business.

Categories of records in the system:

Provides traveler's name, social security number, purpose, travel schedule, job title, days involved, cost, and fund citation to cover cost of travel.

Authority for maintenance of the system:

10 USC 133(b)

Purpose(s):

Copies are provided to the Accounting and Finance Officer, DECCO, Code D532, to substantiate payment of travel voucher on return to duty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in a locked safe.

Retrievability:

Records are retrieved by name of traveller.

Safeguards:

Records are stored in a locked file cabinet and records are accessible to Administrative Division personnel only.

Retention and disposal:

Records are retained two years then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

Notification procedure:

Requests from individuals should be addressed to Chief, DECCO, Code D210, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

DECCO's rules for access to records will be referred to the Legal Counsel on a case by case basis.

Record source categories:

Provided by traveler.

Exemptions claimed for the system:

None.

KEUR.02

System name:

DCA Form 605, Personnel Data Sheet.

System location:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

All personnel assigned to DCA Europe.

Categories of records in the system:

Records consist of information on each individual including name, grade, SSAN, date and place of birth, permanent home address, marital and dependent status, passport number, rotation date, forwarding address, date of rank, PAFSC/MOS/NEC, date reported, SAFC/MOS/NEC, civilian and military education, BASD/TAFMSD, residence and duty phone numbers, and emergency addressee.

Authority for maintenance of the system:

10 USC 133(b)

Purpose(s):

Maintained for use by the Management Support Division as a reference file and routine or emergency locator file.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file folders

Retrievability:

Records filed alphabetically by last name of individuals.

Safeguards:

Records maintained in a locked container accessible to authorized personnel only. Military police are posted at entrance of the building.

Retention and disposal:

Record maintained for one year after departure of individual then destroyed.

System manager(s) and address:

Management Support Division, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

All information is provided by the individual upon initial assignment.

Exemptions claimed for the system:

None.

KEUR.03

System name:

Incident Report File.

System location:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

Any personel(military or civilian) assigned to DCA Europe involved in a traffic, financial, criminal or other incident which is reported to the Commander DCA Europe for information or necessary action.

Categories of records in the system:

Copies of Reports of Investigation, Military Police Incident Reports, Traffic Tickets, Letters of Notification of Dishonored checks, and correspondence or documents concerning other matters brought to the attention of the Commander DCA Europe relating to personnel assigned to this Command.

Authority for maintenance of the system:

10 USC 133(b)

Purpose(s):

Maintained as a reference file for use by the Commander DCA Europe to document required actions taken in response to reports and notification of incidents involving assigned personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders.

Retrievability:

Information is retrieved by name of the individual.

Safeguards:

Records are maintained in a locked security file container and may be accessed only by the Commander, Deputy Commander, Chief, Management Support Division, or other persons specifically designated by the Commander.

Retention and disposal:

Records are maintained in an active file during the period of the individual's assignment to DCA Europe and destroyed on his or her departure.

System manager(s) and address:

Commander, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from reports, documents, and correspondence received from Civilian and Military Police Service Investigative Agencies, Military Exchange and Commissary systems, or any other agency or individual that reports information of an incident nature to the Commander DCA Europe.

Exemptions claimed for the system:

None.

KEUR.04

System name:

Security Clearance File.

System location:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

All personnel assigned to DCA Europe.

Categories of records in the system:

File contains roster by name and social security number which reflects the US and NATO security clearances held by DCA Europe personnel.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Purpose(s):

Information is maintained as a centralized reference document for verification of security clearances held by DCA Europe personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Clearances are certified to other US government agencies as required

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Roster is stored in a locked file container.

Retrievability:

Information is retrieved by name.

Safeguards:

Roster is maintained in a locked file container with access limited to authorized personnel only.

Retention and disposal:

Records are maintained during the period of current employment with DCA EUR and noncurrent information is deleted from the file at the time of departure of individual.

System manager(s) and address:

Management Support Division, Code E200, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

Record source categories:

Information maintained on the roster is obtained from the original clearance certification by HQ DCA and documents signed by the individual which acknowledge receipt of additional access.

Exemptions claimed for the system:

None.

KEUR.05

System name:

Classified Container Information Forms.

System location:

Office of Security Officer, Headquarters, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

Persons who have been designated for access to the containers and who may be contacted for access in case of emergency.

Categories of records in the system:

Retained copies of DA Forms 727, which contain name, home address, and phone number of individual.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 12356.

Purpose(s):

Used to maintain current designation of persons who may be contacted for access to the container.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Forms maintained in locked file cabinet.

Retrievability:

Information is retrieved by name of individual.

Safeguards:

Containers are located in locked or controlled access areas. Military police are posted at entrance of the building.

Retention and disposal:

Forms are renewed every six months or when any individual having access to the container departs, and then destroyed.

System manager(s) and address:

Security Officer, DCA Europe, APO NY 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing intial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals designated by Division Supervisors.

Exemptions claimed for the system:

None.

KEUR.07

System name:

Postal Directory File.

System location:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131, and Field Offices.

Categories of individuals covered by the system:

All individuals currently assigned to DCA Europe and those who departed within preceeding 12 months.

Categories of records in the system:

Records consist of change of address recorded on DA Form 3955 (change of address and directory record).

Authority for maintenance of the system:

U.S.A. Postal Manual, Chapter 1, Part 158.

Purpose(s):

Card files are maintained by the Commander APO 09131 Post Office, and the APO Mail Distribution Center for the Stuttgart, Germany area located at Wallace Barracks. Files are also maintained at Postal Facilities servingg the Field Offices: Worms - APO 09056, UK - APO 09378, Naples - FPO 09524, Athens - APO 09223.

Information is used by SYSMANAGER to direct mail delivery to the proper address.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in card file boxes in the mail room.

Retrievability:

Information is retrieved by name of individual and organizational assignment.

Safeguards:

Records are maintained in rooms approved for the storage of US mail and are accessible only to authorized personnel. Military police are posted at the entrance of the building.

Retention and disposal:

Records are maintained in an active file during period of current assignment to DCA Europe and for one year after departure, at which time they are destroyed.

System manager(s) and address:

Management Support Division, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to SYSMANAGER.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is provided by individuals upon initial assignment to DCA Europe.

Exemptions claimed for the system:

None.

KEUR.08

System name:

Travel Order and Voucher File.

System location:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

All personnel who perform official travel under orders issued by DCA Europe.

Categories of records in the system:

Records in the system consist of travel orders, transportation requests, commercial carrier transportation tickets, travel advance vouchers, records of travel claims and payments. Data in the system includes the individual's name, SSAN, home phone and address, and other pertinent travel information.

Authority for maintenance of the system:

10 USC 133(b)

Purpose(s):

Records maintained by SYSMANAGER for budget and accounting purposes to verify amounts actually spent for travel, and for control of an accountability for travel orders issued by DCA Europe.

Used by prosecution authorities in case of fraud.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file folders.

Retrievability:

Records filed sequentially by travel order number.

Safeguards:

Records maintained in locked file containers accessible only to authorized personnel. Military police are posted at building entrance during duty hours.

Retention and disposal:

Records are maintained for two calender years and then destroyed.

System manager(s) and address:

Management Support Division, DCA-Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, Defense Communications Agency Europe, APO New York, 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Personal information is obtained from individual travelers and entered on the travel order form.

Exemptions claimed for the system:

None.

KEUR.09

System name:

Noncombatant Information Card, AEZ Form 6-106.

System location:

Management Support Division, Defense Communications Agency, European Area, (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

(1) All legal dependents of United States Forces personnel.

(2) United States civilian employees of DoD Agencies and their dependents.

(3) Department of Defense or a military service department sponsored United States technical representatives.

(4) Bonafide members of households of United States Forces personnel and of persons in (2) and (3) above.

(5) United States personnel who are special invitees possessing current Department of Defense or a military service department invitational travel orders.

(6) Dependents of United States personnel assigned to United States elements of any North Atlantic Treaty Organization military headquarters or agency when common facilities are used and that the Secretary of Defense has authorized to receive United States support.

(7) Other United States nongovernmental, nonmilitary individuals and agencies in oversea military commands for whom military logistical support is authorized in joint military regulations (e.g., USO, American Red Cross).

Categories of records in the system:

AEZ Form 6-106, Noncombatant Information Card. It contains information on the following:

Sponsor. Name, grade, date arrived in theater, data of return from overseas; SSAN; organization and duty section; occupation specialty; branch of service or agency; military post or base name and city location; building number; room number; duty phone; ZIP Code; and APO or FPO.

Noncombatant. Local residence street number and name and city; area; building number; apartment number; home phone; ZIP Code; date assigned; Continental United States residence street number and name or Post Office Box number; city; state or terriroty; and ZIP Code.

Vehicle. Vehicle number(s) and make(s); year(s); and capacity.

Names of all noncombatants. For each: Passport number; SSAN; relationship; month and year of birth; whether or not has an identification tag; immunization record; and if or if not a driver of vehicle.

Briefings. Briefing by supervisor to sponsor; warden to noncombatant; route reconnaissance; and noncombatant Evacuation Operations rehearsal. For each of the above items, dates information given; by whom given; frequency of review items; date and signature of sponsor and supervisor for each of the items to authenticate that all above items reviewed as required.

Authority for maintenance of the system:

Title 10, U.S.C. 3012.

Routine uses of records maintained by the system, including categories of users and the purposes of such uses:

Used by the Chief, Management Support Division, to determine preparedness of noncombatants for evacuation, if required.

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is recorded on 8 x 10 1/2 cardboard cards and filed in notebook binder.

Retrievability:

Information is retrieved manually by name.

Safeguards:

Records are filed in file cabinet and maintained in a restricted area which is accessible only to authorized personnel who are required to be in the area where records are kept.

Retention and disposal:

Records are not permanent. Records are updated as changes occur and destroyed on departure of the sponsor from DCA-Europe.

System manager(s) and address:

Chief, Management Support Division, DCA-Europe, APO New York 09131.

Notification procedure:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle operator's license. If not assigned to the DCA European Area but still in the military service the requester must provide a current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

Record access procedures:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

Contesting record procedures:

The DCA rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 CFR part 287a.

Record source categories:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

Exemptions claimed for the system:

None.

KEUR.10

System name:

Personnel File.

System location:

Management Support Division, Defense Communications Agency, (DCA) European Area, APO New York 09131.

Categories of individuals covered by the system:

DCA Europe Military and Civilian Personnel.

Categories of records in the system:

Records consist of security clearance data (Air Force Form 47: Certificate of Eligibility and Record of Personnel Security Clearance, and DCA Form 548: Status of Clearance); record of requests for changes to assignment; job title and position (Air Force Form 2095: Assignment/Personnel Action, and Standard Form 52: Request for personnel action); leave data; special orders published by the DCA European Area pertaining to additional duties; and sponsorship information.

Authority for maintenance of the system:

Title 10, U.S.C. 136(b).

Purpose(s):

Used by the Chief, Management Support Division, to verify security clearance status, initiate personnel actions such as effectiveness reports, changes in position, title or assignment; record of additional duties, and related routine personnel and administrative matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in folder.

Retrievability:

Information is retrieved by name.

Safeguards:

Records are maintained in a safe accessible only to personnel authorized in the performance of their official duties.

Retention and disposal:

Records are maintained one year after departure of the individual from the DCA-European Area and then destroyed.

System manager(s) and address:

Chief, Management Support Division, DCA European Area, APO New York 09131.

Notification procedure:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

Record access procedures:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

Contesting record procedures:

The Defense Communications Agency rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 CFR part 287a.

Record source categories:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

Exemptions claimed for the system:

None.

KMIN.01

System name:

Minority Identification File List.

System location:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA), Washington, D.C.

Categories of individuals covered by the system:

Each civilian employee of DCA.

Categories of records in the system:

Employee's name; social security number; grade and step; salary, job title; race or national origin; sex; DCA office code; and occupation code.

Authority for maintenance of the system:

Federal Personnel Manual Chapter 713, Section 3-4(c) 'Use of Statistical Data; Agency Self-Evaluation'; 10 U.S.C. 136

Purpose(s):

Used exclusively by the Director of Equal Employment Opportunity in studies and analyses that contribute affirmatively to achieving the objectives of the Equal Employment Opportunity Program. That is, the list is used to identify whether or not any bias patterns may exist in hiring, advancement, and training opportunities and also to provide information to the Office of Personnel Management in affirmative action plans.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The record is stored in a locked file cabinet.

Retrievability:

Retrieved by the grade, job title, race or sex of employees, and SSAN.

Safeguards:

Building employs security guards. List locked in file cabinet. Only the Director of Equal Employment Opportunity has access.

Retention and disposal:

The record is destroyed annually.

System manager(s) and address:

Director of Equal Employment Opportunity, Headquarters, DCA (ATTN: Code 107), Washington, D.C. 20305.

Notification procedure:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office of Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

Record access procedures:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Personnel Processing Clerks and personnel records.

Exemptions claimed for the system:

None.

KNCS.01

System name:

National Communications System Continuity of Operations Plan (NCS COOP) Automated Support.

System location:

Office of the Manager, National Communications System, 8th and South Court House Road, Arlington, Virginia 22204 and the NCS Regional Offices.

Categories of individuals covered by the system:

All members of the National Communications Systems Staff.

Selected individuals of the National Communications System/ Defense Communications Agency Operations Center (NCS DCAOC).

Selected telecommunications officials of the NCS Member Entities and selected personnel of Federal agencies in the Washington Metropolitan Area.

Selected key personnel of the commercial communications carriers, represented in the National Coordinating Center (NCC).

Categories of records in the system:

File contains a plan which provides the guidance and procedures for insuring the continuity of operations of the Office of the Manager, NCS, and the NCS/DCAOC in the event of enemy attack, periods of international crisis, tension, or national catastrophe. It provides a roster giving the residence addresses and office and residence phone numbers of personnel to contact as an emergency situation develops.

Authority for maintenance of the system:

Executive Order 12472 Subject: Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984.

Purpose(s):

Office of the Manager, NCS - To apprise individuals on the staff and the regional staffs of their responsibilities and emergency relocation assignments in conditions of emergency.

Selected telecommunications officials of the Federal Government - Certain designated personnel of the Office of Science and Technology Policy (OSTP), Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, the Central Intelligence Agency, and all other Government agencies with a National Security Emergency Preparedness (NSEP) responsibility who use this plan as their guidance for procedures to follow under conditions of emergency. Provides them the focal point for contacts and coordination on short notice.

Certain telecommunications officials of the Office of Science and Technology Policy (OSTP), Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, the Department of Defense, Federal Aviation Administration, General Services Administration, Central Intelligence Agency, the Department of Commerce, Department of the Interior and all other Government agencies with an NSEP responsibility, to be informed of their responsibilities in the face of worsening emergency conditions and to know where to report.

Selected personnel of the major commercial carriers represented in the NCC - to be knowledgeable of current telecommunications problems so that certain priorities for support and services can be coordinated with designated Federal officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

This is a classified plan filed in standard secure safes. The automated portions are housed in a classified computer system.

Retrievability:

Filed by category of plan. The automated portion is filed by communication network.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

This is a permanent plan. It will be an active file indefinitely and will be updated periodically by the Manager, NCS and the Regions.

System manager(s) and address:

The Manager, National Communications System, Washington, D.C. 20305-2010.

Notification procedure:

Information may be obtained from the Office of the Manager, National Communications System, Washington, DC 20305-2010.

Record access procedures:

Requests from individuals should be addressed to the Office of the Manager, National Communications System, Washington, D.C. 20305-2010.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Informal coordination with representatives of the agencies concerned. Informal telephonic coordination with personnel of the major telecommunication carriers represented in the National Coordinating Center (NCC).

Exemptions claimed for the system:

None.

KNCS.02

System name:

National Communications System (NCS) Plan for Emergencies and Major Disasters.

System location:

Office of the Manager, National Communications System, 8th and South Court House Road, Arlington, Virginia 22204.

Categories of individuals covered by the system:

Federal Disaster Assisstance Administration (FDAA) Regional Directors.

General Services Administration (GSA) Regional Emergency Communications Coordinators.

Selected members of the National Communications Sysytem Staff.

Federal Emergency Management Agency (FEMA) Regional Directors.

Categories of records in the system:

File contains a plan which prescribes procedures for providing communication support in Presidentially declared emergency and major disaster operations. It provides the names, office and residence phone numbers of the key Federal personnel nationwide to contact and coordinate communications support in emergencies and major disasters.

Authority for maintenance of the system:

Presidential Memorandum, Subject: Establishment of the National Communications System, August 21, 1963.

Purpose(s):

Office of the Manager, NCS - To ensure that Federal agencies and certain telecommunications officials understand what their responsibilities and functions are in pre-disaster planning.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Regional representatives of FDAA, GSA, and FEMA - To know under which conditions of emergency they are to function and what roles they perform under each phase.

Personnel assigned to States' Emergency Operations Center To know where the focal points are to contact for assistance.

Quasi-government agencies - (i.e., American National Red Cross) - To know where the focal points are to contact for assistance.

Major US telephone companies - To be informed on the plan and which regional representative will be contacting the telephone companies for assistance in conditions of disaster.

All Federal departments and agencies of the US Government in the Washington Metropolitan area - To be knowledgeable of the provisions made in the plan to assist their agencies located outside the Washington Metropolitan area.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The plan is filed in the office bookcases.

Retrievability:

Filed by category of plan.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

This is a permanent plan. It will be an active file indefinitely and will be updated periodically by the Manager, NCS.

System manager(s) and address:

The Manager, National Communications System, Washington, D.C. 20305

Notification procedure:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

Record access procedures:

Requests from individuals should be addressed to the Manager, National Communications Systems, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of regional representatives, state officials, and Federal agency representatives secured through an Interagency Task Group established for the purpose of publishing the plan with this information. Information on major US telephone companies secured from an American Telephone & Telegraph Company Washington office representative.

Exemptions claimed for the system:

None.

KNCS.03

System name:

National Communications System Emergency Action Group (NEAG).

System location:

Office of the Manager, National Communications System (NCS), 8th and South Court House Road, Arlington, Virginia 22204.

Categories of individuals covered by the system:

Selected communications officials of the major operating agencies of the National Communications System who are designed by name as members of an interagency telecommunications group (NEAG) which is convened under national communications emergencies.

Selected personnel on the National Communications System Staff.

Categories of records in the system:

This file contains the objectives, membership and activation procedures for the National Communications System Emergency Action Group (NEAG) which is an on-call interagency telecommunications group whose purpose is to assist the Manager, NCS, in dealing with national communications emergencies. This NCS Instruction 45-1 lists the members of the group by name and gives the office and residence phone numbers.

Presidential Memorandum, Subject: Establishment of the National Communications System, August 21, 1963.

Purpose(s):

Office of the Manager, NCS, - To inform the NCS staff of its responsibilities under conditions of a worsening emergency and who to contact in the Federal agencies to keep them apprised.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Selected telecommunications officials of the Major Operating Agencies of the NCS which are: Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency -- To be informed on the conditions of emergency under which the NEAG convenes and the total membership thereof for purposes of immediate coordination.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

This is a classified directive which is filed in standard secure safes.

Retrievability:

Filed by category of plan.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

This is a permanent directive. It will be an active file indefinitely and will be up-dated periodically by the Manager, NCS.

System manager(s) and address:

The Manager, National Communications System, Washington, D.C. 20305.

Notification procedure:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

Record access procedures:

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Informal coordination with representatives of the NCS member agencies concerned.

Exemptions claimed for the system:

None.

KPAC.01

System name:

Classified Container Information Form DA 727.

System location:

Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

Categories of individuals covered by the system:

Any DCA-PAC employee who is responsible for the combination of a vault or container used for the storage of classified material.

Categories of records in the system:

DA Form 727 which contains name, address, and phone number.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 12356.

Purpose(s):

Used to obtain the names of persons who have direct knowledge of the combination of a safe or vault.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in safe.

Retrievability:

Filed numerically by divisions.

Safeguards:

Records are maintained in a locked vault.

Retention and disposal:

Destroyed when obsolete.

System manager(s) and address:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

Notification procedure:

Requests from individuals should be addressed to Security Officer, Defense Communications Agency Pacific, APO San Francisco, California, 96515. The full name of the individual will be required to determine if the system contains a record about him or her. The requestor may visit the Security Officer, DCA-PAC, APO San Francisco 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Security Officer, DCA-PAC, APO San Francisco, California 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Security Officer, DCA-PAC, APO San Francisco, California 96515.

Exemptions claimed for the system:

None.

KPAC.02

System name:

Authorization To Sign For Classified Material Lists.

System location:

Primary Systems Management. Defense Communications Agency Pacific, (DCA-PAC), ATTN: P200, APO San Francisco, California 96515.

Decentralized Segments - Individual divisions of DCA-PAC.

Categories of individuals covered by the system:

All employees of DCA-PAC authorized to receipt for, have custody of or access to classified material by level and type of classification.

Categories of records in the system:

Records include lists of individuals authorized to receipt for or have access to classified material, appointing letters as primary and alternate custodians, control officers, etc., and other miscellaneous documents.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 12356.

Purpose(s):

Information from these files is used to determine who has authority to receipt for and maintain custody of classified material.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are paper records stored in file folders

Retrievability:

Records are filed by the type of material the individual is authorized access.

Safeguards:

Records are stored in locked vault or with copies maintained in locked file cabinets in the office of the division to which the file is applicable.

Retention and disposal:

Records are maintained during the period the employee is authorized access to the particular material, then destroyed.

System manager(s) and address:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

Notification procedure:

Requests from individuals should be addressed to Security Officer, DCA-PAC, APO San Francisco, California 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Officer, DCA-PAC, APO San Francisco, California, 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification Badge or a driver's license.

Record access procedures:

Contact the Security Officer, DCA-PAC, APO San Francisco, California, 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The DCA rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information obtained from the Army, Navy, Air Force, Civil Service Commission files or security files of DCA Headquarters.

Exemptions claimed for the system:

None.

KPAC.03

System name:

420-20 Permanent Change of Station and Temporary Duty Travel Order File.

System location:

Primary System, Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

Decentralized segments: NCS PEARL Harbor, FPO San Francisco, California 96610; CCPD WBO, NAS Barbers Point, FPO San Francisco, California 96611, and appropriate offices of the Army, Navy, and Air Force.

Categories of individuals covered by the system:

Those DCA-PAC personnel who are required to perform temporary travel and individuals who are transferred from this headquarters on permanent change of station orders issued by competent authority.

Categories of records in the system:

Records would include copies of original travel order, travel claims and substantiating documents, i.e., receipts for car rental, air line tickets, travel requests, laundry services, lodging, records of advance travel payments and other miscellaneous vouchers.

Authority for maintenance of the system:

10 USC 133 (b).

Purpose(s):

Copies of temporary duty and permanent change of station orders issued by Headquarters, DCA-PAC are used by Chief, Management Support Division to obligate funds for payment of claims, obtain transportation requests and to account for the movement of assigned personnel. Permanent change of station orders are filed in order to forward mail.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name, social security number and/or order number.

Safeguards:

Records are stored in file cabinets in offices locked during non-duty hours.

Retention and disposal:

Permanent change of station and temporary duty orders issued by Headquarters, DCA-PAC are temporary. They are retained in the active files for one year, held for three additional years, then destroyed. Permanent change of station orders issued by other commands/agencies are maintained for one year and subsequently destroyed.

System manager(s) and address:

Chief, Management Support Division, P200, Headquarters, DCA-PAC.

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, P200, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, P200, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Management Support Division, P200, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYS-MANAGER.

Record source categories:

Information supplied by Headquarters, DCA-PAC, Army, Navy or Air Force as appropriate plus individual travel claims filed in conjunction with a particular permanent change of station n tempora temporaty duty movement.

Exemptions claimed for the system:

None.

KPAC.04

System name:

Time and Attendance Cards and Labor Distribution Cards.

System location:

Primary Systems Management, Naval Communications Station (NCS), Pearl Harbor, FPO San Francisco 96610

Decentralized segments - Individual Division of Defense Communications Agency Pacific (DCA-PAC).

Categories of individuals covered by the system:

All civilian employees assigned to Headquarters, DCA-PAC.

Categories of records in the system:

Forms included in this file are: NAVCOMPT FM 911A (REV 7-55) and Labor Distribution Card. 14ND NSC 5230/28 (9-69).

Authority for maintenance of the system:

Federal Personnel Manual Supplement 293-11, Subchapter 57-2

Purpose(s):

Information from these files is used to compute payrolls, compute the amount of annual/sick leave accumulated and used as set forth in Civil Service Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on paper cards maintained in file folders.

Retrievability:

Files individually identified by name and social security number.

Safeguards:

Records are stored in locked file cabinets located in offices locked during non-duty hours.

Retention and disposal:

Records are maintained during the period the employee is attached to DCA-PAC, then destroyed.

System manager(s) and address:

Chief, Management Support Division, Headquarters, DCA-PAC, APO San Francisco, California 96515.

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Management Support Division, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYS-MANAGER.

Record source categories:

Records prepared from individual's attendance (duty) compiled by Headquarters, DCA-PAC in accordance with Civil Service Commission Regulations.

Exemptions claimed for the system:

None.

KPAC.05

System name:

403-03 Injury Records.

System location:

Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco, California 96515

Categories of individuals covered by the system:

Those DCA-PAC employees, both military and civilian, who sustain an injury in the performance of their duties.

Categories of records in the system:

Records would include copies of investigative reports compiled by police, either military or civilian, statements from witnesses, medical records, insurance claims, and other miscellaneous documents relating to specific accident.

Authority for maintenance of the system:

10 USC 133 (b).

Purpose(s):

To maintain records on industrial safety and make periodic reports to higher headquarters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Retrieved by name and social security number.

Safeguards:

Records are stored in locked file cabinets.

Retention and disposal:

Records are temporary. They are retained in active files for one year, held one additional year and destroyed.

System manager(s) and address:

Chief, Management Support Division, Defense Communications Agency Pacific, APO San Francisco, California 96515.

Notification procedure:

Request from individuals should be addressed to Chief, Management Support Division, DCA-PAC, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-PAC, APO San Francisco 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information supplied by the individual, witnesses, investigative and medical agencies.

Exemptions claimed for the system:

None.

KWHC.01

System name:

Agency Training File System.

System location:

Primary System-Adjutant, Defense Communications Administrative Unit Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

Any military employee undergoing formal, informal, on the job, or MOS training.

Categories of records in the system:

File contains individual training cards and information on training progress and testing during the course of instruction and application.

Authority for maintenance of the system:

5 U.S. Code Chapter 41.

Purpose(s):

Provide agency and individual training for job efficiency and advancement. Used to increase efficiency and individual production. Qualify individuals in all occupations and details within agency. Meet service requirements for annual occupation testing. Instill confidence and motivation for self-improvement and enhance promotion potential. Establish clear path for increase in qualification throughout career development.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from individual, performance tests, recommendations, service departments, written tests, previous commands and records custodians.

Exemptions claimed for the system:

None.

KWHC.02

System name:

Military Personnel Files System.

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

All assigned or attached military personnel.

Categories of records in the system:

Files contain individual's enlistment contract, MOS evaluation data, Serviceman Life Insurance Elections, Emergency Data, Record of Induction, Qualification Record, Oath of Office, Recommendation for Promotion, Medical Examination, Retirement Application, Correction of Records, Report of Transfer or Discharge, Review for Correction of Discharge, Language Proficiency, Police Records Check, Statement of Personal History, Application for ID Cards, Recommendations for Awards, Awards, Certificate of Security Clearance, Cryptographic Training and Experience Record, Defense National Agency Check Request, Oath of Enlistment, Certificate of Achievement, Reports of Change to Qualification Record, In/Out Processing Check Sheet, Installation Clearance Record, Hold Letters, Personnel Data Card, Assignment, Waiver of Enlistment, Enlisted Evaluation Report, Change in Reporting Official, Career Counseling Record, Training Upgrade, Passport Application, Letters of Recommendation and Appreciation, Commendation, Special Orders, TDY Orders, Personnel Action requests, Certificates of Appreciation and Commendation, Extension Certificates, Officer Evaluation Reports, Application for Appointment, Application for Active Duty, Application for Social Security Number, Suspension of Favorable Personnel Action, Sign In/Out Register, Morning Reports, Leave Request, Suspense File, Duty Roster.

Authority for maintenance of the system:

10 USC 3012, 6011, 8012.

Purpose(s):

Provide management and control of military personnel and monitor and assist in personnel actions affecting their entire career. Used to classify and reclassify personnel and monitor testing, assign and reassign personnel, process and assign overseas and Continental United States (CONUS), provide port call instructions, provide rosters, promotion and reduction, training schooling, special assignments, details, disciplinary action rotation, fix personnel authorization, determine authorizations, submit personnel requisitions, monitor utilization, identify personnel for elimination, proficiency testing, report promotion eligibles, process retirement, enlistments, branch transfers, extensions, curtailments, Awards, foreign service decorations, special correspondence, security clearance, photographs, appointment, emergency leave, report casualities, dependent travel, marriage, adoption, readiness files, travel clearance, passports, visa, service benefits, life insurance, voting, control of identification cards and tags, maintain historical record of service, strength, prepare rosters and reports for personnel information systems, process incoming and out going personnel, prepare personnel data cards, obtain security clearance. Transfer information to Department of the Army, Air Force, and Navy, Washington, D.C. 20310.

Disclosure to investigate Authorities on possible prosecution Action. Department of Service, Staff Agencies and commands, to coordinate and control and accomplish assigned mission of military personnel. Develop requirements and training of military personnel world-wide.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ securities are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current Defense Communications Agency identification badge or a driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written request for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license, employee identification or military identification card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individuals, service departments, Defense investigative service, previous commands, Federal and State Agencies and records custodians.

Exemptions claimed for the system:

None.

KWHC.03

System name:

Personnel Locator File System.

System location:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

All assigned, attached or controlled personnel.

Categories of records in the system:

Files contain individual information categories of states, occupation, MOS, marital status, dependents, active service dates, separation, rank, home telephone, duty title, station, home of record, unit, emergency contact and location, and rotation.

Authority for maintenance of the system:

10 USC 133(b).

Purpose(s):

Provides individual and supervisors a purely internal management tool designed to be used when individuals do not have immediate access to military personnel files. Used for Emergency location and notification of personnel under unusual circumstances. Used in normal notification and forwarding of information, messages and mail. Used in event of loss of individual military records and in preparation of recommendations for promotion, awards, reduction, discipline and personnel actions. Used on leave approval, travel, enlistments, training and security clearances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are retained during individual assignment and destroyed upon transfer.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, DCAU, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military Personnel Files and individual submission.

Exemptions claimed for the system:

None.

KWHC.04

System name:

Military Financial File System.

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

All assigned or attached military personnel

Categories of records in the system:

File contains individual's military pay records, substantiating documents, such as certificates for deduction's and retained pay orders, records of travel and dislocation pay, record data folder, miscellaneous vouchers, leave records, withholding exemption certificate, civilian clothing voucher and various collection vouchers.

Authority for maintenance of the system:

10 USC 133(b).

Purpose(s):

Maintain historical record of all pay. Administer military pay and allowance in a accurate and legal manner. Provide maximum benefits, provide input data, substantiate pay, process morning reports, provide pay allowances, provide income tax information, referrals to Department of Justice and DoD, prompt processing miscellaneous pay, post travel cards, audit leave record, process adjustments, notice of exemptions and levy, provide copys to individual, verify VA benefits, audits, reimburse travel, maintain accuracy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20370

Notification procedure:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification or military identification card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting pay action, service departments and command document, state and federal agencies and records custodians, birth certificates, marriage licenses, previous employees, and financial institutions.

Exemptions claimed for the system:

None.

KWHC.05

System name:

Personnel Information System.

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

All assigned or attached personnel.

Categories of records in the system:

Files contain individual information categories of procurement, positions, duty, hold, location, address, suspense actions, passports, separation, birthdays, service badges, medal eligibility, survivor benefits, promotion, photographs, physicals, projected loss, orders, MOS testing, information change, rotation, state, age dependents, travel and duty status change.

Authority for maintenance of the system:

10 USC 133(b).

Purpose(s):

Provide verification and notification to individual on accuracy of military personnel file. Used to verify, correct and update procurement summaries, locator files, address, suspense items, passports, separation dates, service badge eligibility, medal eligibility, clothing allowance eligibility, survivor benefits, promotion eligibility, photograph and physical completion, personnel rosters, loss reports, issuance of orders, MOS testing, notification change and new dependents. Used by individual to insure accuracy of Agency information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed by information category.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed after verification by individual and posting in military personnel files.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, Defense Communications Administrative unit, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, Defense Communications Administrative Unit , Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employee identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military Personnel File, application from individual, service departments, previous commands, Federal and State Agencies and record custodians.

Exemptions claimed for the system:

None.

KWHC.06

System name:

Personnel Security Files.

System location:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

Active duty military personnel, DoD Civilian employees, and DoD Contractor Personnel nominated and approved for assignment to the White House Communications Agency (WHCA).

Categories of records in the system: Files contain individual nominations for assignment to the WHCA. Files include retained copies of individuals' Statements of Personal History; periodic updates of statement of personal history data; individual building pass and identification security badge requirements; security briefing certificates; reports of involvements in accidents and incidents; retained copies of application for off-duty employment; notification of security clearance indoctrination/debriefing; notification of completion of spouse National Agency Checks; individual certificates of clearances; personal interview results.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 10865.

Purpose(s):

Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

The Office of the Military Assistant to the President.

Nomination files are used to evaluate the background, character, and qualifications of persons for assignment to the agency.

Individual pass and security identification requirements records are collected to control or limit access of personnel to sensitive facilities.

Individual reports of involvements in accidents or incidents are used to monitor the security and security-related conduct of personnel who are assigned to a Presidential support activity and who have access to classified information.

Individual requests for approval of off-duty employment of active duty military personnel. The formal request documents that a determination has been made that the off-duty employment does not involve any conflict of interest.

Retained copies of notifications of the indoctrination of personnel for various security clearances and special access programs. Notifications are used to insure that only properly indoctrinated personnel are permitted access to these security clearances and records.

Retained copies of correspondence advising the Commander, Naval Support Facility, Camp David, Maryland, of the completion of a National Agency Check on the spouses of WHCA personnel assigned to Camp David. Notifications are used as the basis for the preparation of access lists to Camp David.

Individual certificates of security clearances issued by the Defense Communications Agency. These certify that personnel assigned to the agency have met all requirements for access to classified material.

Interview notes dealing with the personal interview of individuals tentatively accepted for assignment to the White House Communications Agency, pending completion of the background investigation. Notes are used to assess the overall qualifications of personnel tentatively selected for assignment to the agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

The Staff Assistant for Security, Office of the Counsel to the President;

Special Agent in Charge, Technical Security Division, United States Secret Service.

Statements of Personal History, as well as the periodic update of personal history data, is used to furnish the Defense Communications Agency, the White House Office, and other Federal Agencies personal data on applicants for assignment or duty with the agency. Statements of Personal History serve as the basis for initiation of background investigations and assessing the eligibility of individual for special access programs.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active status during period of access and retired to records storage facility.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, Defense Communications Administrative Unit (DCAU) Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current Defense Communications Agency (DCA) identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, (DCAU),Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Statements of Personal History and related personal information forms and reports from each individual; Notification of personal (security) clearance from the Defense Communications Agency and other appropriate Federal Agencies; incident and accident reports from the investigating agency.

Card files are originated in the Security Office, White House Communications Agency, extracting pertinent information from the Statement of Personal History and related personal information forms which the individual provides.

Exemptions claimed for the system:

None.

KWHC.07

System name:

Agency Access/Pass File System.

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

Assigned and attached personnel, contractors, visitors and civilian employees, whose trustworthiness has been established (in accordance with appropriate regulations), who applies for and are granted access to classified records, sites, equipment, containers, or areas within agency's scope of responsibilities.

Categories of records in the system:

File contains registers for recording pertinent information on persons authorized entry or access to classified records, sites, equipment, containers and areas.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 10865.

Purpose(s):

Used to record names, signatures and identity of those authorized access.

Used to obtain and grant clearance or extension of clearance for access to classified information, equipment, sites or containers. Used to prevent unauthorized access or disclosure of classified material or information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

best copy available

Retention and disposal:

Records are permanent. They are retained in active status during period of access and retired to records holding facility.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Notification procedure:

Requests from individuals should be addressed to Adjutant, (DCAU) Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant (DCAU), Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is a driver's license, employee identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting access, personnel security clearance from Defense Investigative Service, service staffs, commands and other Federal agencies. Records of custodians.

Exemptions claimed for the system:

None.

K105.01

System name:

208.10 Confidential Statement of Employment and Financial Interest.

System location:

Office of the Counsel, Headquarters, Defense Communications Agency (DCA), Code 105.

Categories of individuals covered by the system:

Those DCA military personnel, on duty, in the rank of Lieutenant Colonel, Commander, or above and those DCA civilian personnel, on duty, in the grade of GS-13 and above whose duties require them to exercise judgment in actions relating to contracting or procurement.

Categories of records in the system:

The completed DD Form 1555, 'Confidential Statement of Employment and Financial Interests - Department of Defense Personnel'; lists of those DCA employees who must fill out the form. The responsibility for determining the list of which employees must fill out the form is vested in: (1) The Director, DCA, for the Office of the Director; (2) the Deputy Directors, the Comptroller, and the Assistants to the Director for Administration and Personnel for their respective organizations; (3) the Chairman or Chief responsible individual for source selection boards, committees, etc., or bid or proposal evaluation groups, formally designated; and (5) the Chief of Staff, Headquarters, DCA, for any other positions not covered in (1) through (4) above.

Authority for maintenance of the system:

18 USC 208

Purpose(s):

Office of Counsel, DCA. To assure that the applicable DCA personnel refrain from any private business or professional activity or refrain from having any direct or indirect financial interest which would put them in a position where there is a conflict between their private interest and the public interests of the United States, particularly those related to their duties and responsibilities as DCA personnel. And even though a technical conflict may not exist, the Counsel, DCA, must assure that DCA personnel avoid the appearance of such a conflict from a public confidence point of view. The resolution of a conflict or appearance of a conflict may be accomplished by one or more means, such as changes in assigned duties, divestment of a conflicting interest, disqualification for a particular assignment, disciplinary action, or criminal action. A DCA employee who falls within the applicable categories will have his OF8 (the covering form with his position description) stamped with the notation, 'Requires confidential statement of employment and financial interest as required by DoD Directive 5500.7'.

DCA Management - To review where there is an unresolved conflict of interest and an adverse action is to be taken.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name and organizational assignment.

Safeguards:

Building employs security guards. Records are stored in locked safe and are accessible only to the Office of Counsel, DCA.

Retention and disposal:

Records are temporary. They are destroyed when 6 years old except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.

System manager(s) and address:

Counsel, Code 105, Headquarters, DCA

Notification procedure:

Requests from individuals should be addressed to the Counsel, DCA, Code 105. The full name and organizational assignment of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of Counsel, DCA, Code 105, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact Counsel, DCA, Code 105. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Completed DD Form 1555 supplied by the individual.

Exemptions claimed for the system:

None.

K107.01

System name:

Investigation of Complaint of Discrimination.

System location:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA) (Code 107), Washington, D.C.

Categories of individuals covered by the system:

Employees of, or applicants for employment with, DCA who have filed formal, written complaints alleging that they had been discriminated against.

Categories of records in the system:

Signed affidavits; copies of personnel documents; copies of official personnel promotion records; report of investigator; EEO Counselor's report; inter-office memoranda; employee's complaint of discrimination; employee career appraisal reports; letters from complainant's representative.

Authority for maintenance of the system:

Federal Personnel Manual, Part 713, 'Equal Opportunity.'

Purpose(s):

Used by the Director of Equal Employment Opportunity in making a recommendation to the Director, DCA regarding the formulation of a finding with regard to whether or not a complaining employee has been discriminated against.

The Director, DCA also examines the system in writing his decision.

Civil Service Commission's Appeal Review Board uses file if appeal is filed with the Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in file folders in locked file cabinet.

Retrievability:

Retrieved by the name of the complaining employee or applicant.

Safeguards:

Building employs security guards. Files locked in file cabinet. No one has direct access except for the Director, Equal Employment Opportunity.

Retention and disposal:

Record is retained until three years after a final decision in the complaint involved and retired to the Washington National Records Center.

System manager(s) and address:

Director, Equal Employment Opportunity, DCA (Code 107), Washington, D.C. 20305.

Notification procedure:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

Record access procedures:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial Determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Previous employers and supervisory officials; present supervisor; present and previous co-workers; officials in personnel office; personnel records; payroll records; promotion files; and training and education records.

Exemptions claimed for the system:

None.

K232.01

System name:

Travel Orders Records System.

System location:

Services Branch, Code 232, and Travel Branch, Code 234, Headquarters, Defense Communications Agency (DCA). Decentralized Segments: Defense Communications Engineering Center Administrative Offices, Code R120; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

Those DCA military and civilian personnel who have performed official travel in connection with DCA business or employment.

Categories of records in the system:

Records in the system would cover authorized official travel for civilian, military, and contractor personnel and be comprised of travel orders, transportation requests, commercial carrier transportation and excess baggage tickets, travel advance vouchers, records of travel claims and payments, DD Form 1056, Authorization to Apply for a 'No Fee' Passport. Also supporting documentation including messages, correspondence, and coordination papers. Data in the system would include names, social security numbers, office assignments, rank/grade, DCA office code number, DCA telephone number, home addresses, transportation and per diem allowances and actual amounts paid, and itineries.

Authority for maintenance of the system:

10 USC 133(b).

Purpose(s):

Used by personnel in the Services Branch, Code 232, and personnel in the Travel Branch, Code 234, Headquarters, DCA, in maintaining appropriate and accountable records for individuals performing official travel on DCA business and to ensure individual travel advances are liquidated.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Disclosures may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Credit Bureaus and Debt Collection Agencies - Records may be referred to private contract organizations to comply with the provisions of the Debt Collection Act of 1982 (10 U.S.C. 136) for nonpayment of an outstanding debt.

Other Federal Agencies - Records of debtors obligated to DoD, but currently employed by another Federal agency may be referred to the employing agency under the provisions of the Debt Collection Act of 1982 for the purpose of the debt.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders.

Retrievability:

Information is accessed and retrieved by the name of the individual.

Safeguards:

Building employs security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records maintained in the Travel Branch, Code 234 are not permanent. They are retained in active file until travel advances are liquidated and then transferred to completed files and held for one fiscal year and subsequently retired to the appropriate Washington National Records Center.

Records maintained in the Services Branch, Code 232, are retained for two years, then destroyed.

System manager(s) and address:

Chief, Supply and Services Division, Code 230, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, Code R120.

Notification procedure:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information whether the system contains records pertaining to him or her for local travel. For other than local travel, the requester may visit the Travel Branch, Code 234, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. In either instance, as proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names and other personnel information on those individuals in the system are obtained/gathered from authorized and approved travel orders issued to the individual concerned.

Exemptions claimed for the system:

None.

K232.02

System name:

Injury Record File.

System location:

Services Branch, Code 232, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

Those DCA civilian employees who are treated for an occupational injury or illness by the Dispensary located on the Headquarters DCA Compound.

Categories of records in the system:

Records in the system are Injury Records, Civilian Employee Health Service (CEHS) Form CH-4 (Rev 10 Jun 64) which shows the date form was completed, name of employee injured, the Department, Agency, Branch, building, room and telephone numbers, date and time of injury, brief description of injury, disposition of case and the signature of the CEHS representative submitting the report.

Authority for maintenance of the system:

10 U.S. Code 133(b); 5 U.S.C., chapters 11, 31, 61, 63, and 83; Executive Orders 12107 and 12196.

Purpose(s):

Used by personnel in the Services Branch, Code 232, Headquarters, DCA, to ensure that causes of occupational injuries or illnesses are corrected. Also serves as a tickler file to ensure that a more detailed report (Employees Compensation Forms CA 1 and 2) are due in from the employee.

After screening the CA 1 and 2, they are forwarded to the Civilian Personnel Division, Code 720, Headquarters, DCA, for file in official file folder.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in a 5" x 8" card file box.

Retrievability:

Information is accessed and retrieved by the name of the individual.

Safeguards:

Building employs security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for two years following the date of execution, at which time they are destroyed.

System manager(s) and address:

Chief, Supply and Services Division, Code 230, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Services Branch, Code 2 2, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requester must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

The CEHS Representative operating the Dispensary located on the Headquarters, DCA Compound.

Exemptions claimed for the system:

None.

K240.01

System name:

Personnel Security Investigative Dossier File (PSIDF).

System location:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Security Branch, Defense Communications Engineering Center, Code R121.

Categories of individuals covered by the system:

This file includes individual personnel security investigative dossiers on: U.S. military personnel who have been selected for assignment to, are now, or have been assigned to the DCA; U.S. Government civilian personnel who are being processed for employment, are now or have been employed by the DCA; U.S. military or civilian personnel who are being processed for, or have been granted, access to sensitive compartmented information (SCI) by the DCAat the request of their parent organization; industrial employees who are performing, expect to perform, or have performed duties under DCA SCI cognizance as a result of a U.S. Government contract; or personnel who are or have been, affiliated with the DCA.

Categories of records in the system:

File contains individual personnel security investigative dossiers. Individual dossiers may contain submissions by the individual such as Statement of Personal History/personnel security questionnaire, appropriate release statements and related personal documentation, i.e., educational diplomas, marriage and divorce records, etc.; information obtained as a result of a National Agency Check, investigative action and/or volunteer sources. Information may consist of acquisitions from listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local agencies and departments; foreign law agencies, private investigative sources, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, fingerprint identification check. This information normally covers the period of the individual's life for a fifteen year period immediately preceding the investigation or from the date of his eighteenth birthday. However, if derogatory information is developed or if the individual has a long tenure of U.S. Government service, the file may cover a greater period of time; information on the individual's spouse, relatives or associates; correspondence between the individual and DCA or other U.S. Government activity or correspondence related to the individual between his employer, organization of assignment and DCA (Code 240) or other U.S. Government activity; correspondence related to National Agency Checks, investigations, evaluations, clearance or special accesses for the individual; certificates of clearance, security determination or special access authorizations and terminations thereof; content, adjudicative and clearance action sheets; certificates of release or review of personnel security investigative dossiers; results of review of personnel and/or medical files; photographic likeness with identifying data such as name.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 10865.

Purpose(s):

Information is collected and used for the purposes of determining the suitability, eligibility or qualification of personnel previously defined for assignment, employment or qualification for access to various levels of U.S. Government classified and sensitive compartmented information and to certify clearances and accesses as required.

Counterintelligence and Security Division (DIA): The personnel security investigative dossier for each individual previously defined who has, or had, a valid requirement for access to compartmented intelligence information is reviewed to determine, for the responsible United States Intelligence Board Member, the individual's eligibility for such access.

Also released to law enforcement and investigatory authorities of the U.S. Government for conduct of official investigations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Any component or official of the U.S. Government having established a need-to-know: Used as a basis for gaining access to classified information upon reassignment employment, etc.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, microfiche, in file folders; ADP cards or magnetic tapes.

Retrievability:

Information is retrieved by the individual's name.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only by authorized personnel that are properly cleared and trained. Records, during non-duty hours, are additionally protected by storage in locked electrical filing cabinets.

Retention and disposal:

Individual records are maintained from the date of initial nomination for assignment, employment or affiliation with the DCA until at least one year but not more than two years, following his departure. Individual records which contain information upon which an adverse determination was based are maintained permanently.

System manager(s) and address:

Chief, Security Division, Code 240, Headquarters, DCA. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is placed into the system by the SYSMANAGER after an individual has been nominated for assignment, employment or affiliation with the DCA as previously defined. Information may be obtained from the individual's submissions, listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local law agencies/departments, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, any component of the U.S. Government having an identifiable record on the individual or volunteer sources.

Exemptions claimed for the system:

Investigative records compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, or access to classified information are exempt to the extent outlined in Subsection (k)(5) of the Privacy Act.

K240.02

System name:

Sensitive Compartmented Info (SCI) Posn/Pers Accountability System.

System location:

Primary System--Office of the Chief, Security Division, Headquarters, Defense Communications Agency (DCA), Code 240.

Decentralized Segments--Office of the Chief, Computer Operations Division, Defense Communications Agency Operations Center (DCAOC).

Categories of individuals covered by the system:

Any individual who requires access to Special Intelligence (SI), Special Activities Office (SAO) information and/or Single Integrated Operational Plan--Extremely Sensitive Information (SIOP-ESI) in order to perform their duties are identified which includes: U.S. military personnel assigned to the DCA or certified to the DCA by their parent organization; U.S. Government civilian personnel employed by the DCA or certified to the DCA by their parent organization; U.S. military or civilian personnel who are being processed for access to SCI by the DCA at the request of their parent organization; industrial employees who are visiting DCA or performing duties under DCA cognizance as a result of a U.S. Government contract, or who are certified to the DCA as authorized representatives of industrial firms concerned with matters related to contractual, advisory or consultant support, or whose functions are such that visits to the DCA, or to facilities under DCA cognizance, are required.

Categories of records in the system:

File contains the SI/SAO Billet Roster which is a compilation by name, military grade or civilian counterpart, military service or social security account number , position number and title and parent organization . The roster identifies those positions (billets) which have been approved for specific SI/SAO access and lists the incumbents of those billets with the categories of access for which they have been briefed; the SIOP-ESI Billet Roster which contains the same identifying elements described above but pertains exclusively to SIOP-ESI accesses; the Contractor Facility Control Record which lists all contractor facilities for which the Special Security Branch has security cognizance. Facilities are listed by name and location, with a separate section for each facility. Within each section the contractor employees assigned to that facility are listed by name, clearance and categories of SCI to which they are authorized access; the Special Security Control Card which is an alphabetical card file of all personnel previously defined listing the individual's name, date and place of birth, military service or social security account number, billet number, organization of assignment or employment, job title, the status of clearance and access actions, dates National Agency Checks were completed , dates Background Investigations were completed and identification of the agency which conducted them, record of clearances and special accesses granted and dates of briefings. The record also contains, if applicable, the name, date and place of birth and social security account number of the individual's spouse and indicates the date of completion of the required partial National Agency Check for compilation of all incoming and outgoing notifications of clearance and access status made in connection with visits of non-DCA personnel to DCA and visits of personnel previously identified to facilities which require request clearance/ access notification. Individuals are identified by name, grade, military service number or social security account number, position title, and the organization of assignment or employment. The clearance and categories of special access authorized are also listed; Billet Request Records which are a compilation of all requests for establishment of SCI billets received by the Special Security Branch. Proposed incumbents are normally identified by name, grade, position military service number or social security account number and organizational affiliation; Special Access Suspense Record which contains the names of individuals on whom actions are in progress; ADP Record consisting of ADP punch cards and magnetic tape as the input and storage media for publication of the SI/SAO Billet Roster All information described above for the SI/SAO Billet Roster is included.

Authority for maintenance of the system:

Executive Order 10450, as amended; Executive Order 10865.

Purpose(s):

Special Security Branch-Information is collected and used for management and control of access to SCI by personnel previously identified. Individuals are accounted for by name grade, military service number or social security account number, position and organization. Also used for the certification of SCI accesses for which an individual has been granted access.

Counterintelligence and Security Division and Systems Operations Division, Defense Intelligence Agency (DIA)-the SI/SAO Billet Roster, previously defined, is used for integration into the DIA Security Management Information System (SMIS)

Strategic Operations Division and Office of the Directorate of Administrative Services, the Joint Staff, Organization of the Joint Chiefs of Staff-the SIOP-ESI Billet Roster, previously defined, is used for integration into the master SIOP-ESI Billet Roster.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Any component of the U.S. Government having an official need-to-know used to verify that an individual has been granted access to a specific category of SCI and verification of information contained in the record as previously defined.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes; visible file cards; computer paper printouts; paper record in three-ring binders; IBM cards; paper records in file folders.

Retrievability:

Information on computer magnetic tapes retrieved by a unique ten digit billet number

Information on all other media retrieved by the unique ten digit billet number or by the individual's name.

Safeguards:

Records are maintained in safes and vaults and are routinely accessible only by personnel of the Office of the Chief, Security Division, Code 240, and by personnel of the Special Security Branch, Code 241, Headquarters, DCA.

Retention and disposal:

Individual records are maintained from date of initial nomination for access to SCI until 3 years following the individual's debriefing, which is when the individual no longer has a need-to-know for SCI, then records are destroyed.

System manager(s) and address:

Chief, Special Security Branch, Code 241, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is placed into the system by the SYSMANAGER after an individual is nominated for access to SCI by his organization or employer or after an individual has been certified to the DCA by his cognizant security officer as having such access. SYSMANAGER obtains required information from the nomination or certification document, individual's personnel/ employment records, forms submitted by the individual, formal briefing actions accomplished by personnel of the Special Security Branch, Code 241, Headquarters, DCA and from information developed during the personnel security investigation conducted on the individual.

Exemptions claimed for the system:

None.

K240.03

System name:

Clearance Card File for Defense Communications Agency (DCA) Personnel.

System location:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segments: Security Branch, Defense Communications Engineering Center, Code R121; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

This file includes all DCA personnel requiring a security clearance. Since all positions in DCA are sensitive requiring at least a Secret clearance, all DCA military and civilian personnel world-wide are covered. The file also includes those persons previously assigned to or employed by DCA since 1962.

Categories of records in the system:

The Clearance Card File is an alphabetical card file (5' x 8', DCA Form 136) of all personnel requiring a security clearance, listing the individual's name, service or social security account number, grade or rank, job title, date and place of birth, date entered on duty with DCA, and date departed DCA if applicable. The file also includes the date requested, date received, and indicated results of each check within the National Agency Check (NAC), and for Background Investigation (BI) requests. Dates interim and final security clearances were granted and some special accesses are indicated.

Authority for maintenance of the system:

Executive Order 10450, as amended, Security Requirements for Government Employment, April 27, 1953.

Purpose(s):

Information is used by personnel of the Security Branch, Code 240, Headquarters, DCA, as a convenience or ready reference file to determine the security clearances and dates of issue for personnel assigned to or employed by DCA world-wide.

Used to certify security clearances of individuals in writing or telephonically for attendance at classified conferences at other U.S. Government agencies and at private industry organizations having an industrial clearance and generally engaged in classified contract work for DCA.

Information is available to the individual and to DCA supervisors of the individual to verify that the individual has the necessary security clearances for attendance at meetings and conferences where classified information is discussed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

This is a manual system consisting of 5' x 8' card records maintained in two rotary file cabinets.

Retrievability:

Information is retrieved by the individual's name.

Safeguards:

Records are maintained in two rotary file cabinets equipped with key locks. The file cabinets are locked during non-duty hours.

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, their duties require them to be in the area where the records are kept.

Retention and disposal:

Records have been maintained since 1962 for all DCA personnel presently or previously assigned or employed. Records are destroyed when no longer needed.

System manager(s) and address:

Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Information is placed into the record system by the system manager after an individual is nominated for assignment to or employment by DCA. Information is obtained from National Agency Checks which may include: Federal Bureau of Investigation (FBI), Civil Service Commission (CSC), Department of State, Central Intelligence Agency (CIA), Immigration and Naturalization Service (I&N), Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), investigative offices of the military Department (Army, Navy, Air Force), and the Credit Bureau Incorporated.

Exemptions claimed for the system:

None.

K240.04

System name:

Identification Badge System.

System location:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities.

Civilian contractors; civilian and military members of the U.S. Government whose official duties require frequent and continuing access to Headquarters, DCA and collocated field activities.

Categories of records in the system:

The DCA Permanent Badge, (DCA Form 21), issued to civilian and military personnel assigned to Headquarters, DCA and collocated field activities, contains a photograph of the individual with his or her surname, first name and middle initial, and a badge number. The badge is signed on the reverse side by the individual and countersigned by a representative of the Office of the Chief, Physical Security Branch (Code 243). A duplicate photograph is mounted on a 3' x 5' control card, containing the individual's name, grade or rank, badge number, office code and date of issue, and filed alphabetically.

The DCA Visitor Badge, (DCA Form 80 or 184), is issued to civilian contractors and U.S. Government civilian and military personnel, whose security clearance is on file with the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA and who is sponsored by a Headquarters, DCA official. The badge contains a photograph of the individual with his surname, first name, middle initial, badge number, expiration date (not to exceed one year from date of issue) and is signed by the individual and countersigned by the issuing official of the Physical Security Branch (Code 243). Duplicate photographs are retained in an envelope and filed alphabetically, and are used for renewal of badges.

Authority for maintenance of the system:

10 USC 133(b).

Purpose(s):

Physical Security Branch, DCA - This system is established for the purpose of issuing identification badges to authorized DCA employees and for maintaining proper processing controls in the authorizations for issuance, the production of, and recall and controlled destruction of, security badges.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Control card or envelope containing duplicate photograph is filed in a locked container.

Retrievability:

Control card or envelope containing duplicate photograph is filed alphabetically by name.

Safeguards:

Building employs security guards. Records are maintained in an area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Badge and control card with extra photographs are destroyed upon termination of the individual's assignment to or need for access to the DCA.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

For DCA assigned personnel notification is received from the Office of the Chief, Personnel Security Division, Code 242, Security Division, Headquarters, DCA. Information is obtained from application forms submitted by the individuals.

For civilian contractors and civilian or military personnel from other U.S. government agencies the notification is received from the Headquarters, DCA or collocated field activity sponsor.

Exemptions claimed for the system:

None.

K240.05

System name:

Visitor Clearance File.

System location:

Office of the Chief Physical Security Branch, Security Division, Headquarters, Defense Communications Agency (DCA), Code 243.

Categories of individuals covered by the system:

All civilian personnel cleared under the Defense Industrial Security Program and all civilian or military members of the U.S. Government cleared by their respective components for access to classified material, whose official duties require them to have access to classified information in the performance of contractural obligations, or participation in defense projects with the DCA, or whose functions, services, logistics support are required by the DCA or to facilities under the cognizance of the DCA.

Categories of records in the system:

This card records, as applicable, name, social security number, date of birth, place of birth, citizenship, alien registration number, clearance and date, authority, organization, persons or offices to be visited, date visit authorized of the individual requesting access to the DCA and classified information. All data is supplied in letter form by the Security Officer of the individual's company or organization. The file also includes a remarks section which is used to record the DCA's sponsor's request for a badge; badge number, if assigned; a file number cross-indexed to the letter; and disposition instructions. The file is updated as requested by the individual's organization or company, usually once annually.

Authority for maintenance of the system:

Executive Order 10450,as amended.

Purpose(s):

Physical Security Branch, DCA - Information is collected and used for management use and control of access to classified information; daily certification of clearances to DCA project officers; certification of clearance on travel orders; request for DCA badges.

Department of Army, Military District of Washington - Identifying data (name, date and place of birth, sex, height, weight and organization) used on DoD and Pentagon Building passes (DD Form 1466 and 1467).

Joint Chiefs of Staff (JCS) - Identifying data (name, grade, height, weight, color of hair and eyes, date and place of birth, security clearance) used on JCS passes or badges and is submitted on JCS Form 8.

Provost Marshal, Fort Ritchie, Md. - Identifying data (name, grade, rank, title, branch of service, social security number, date and place of birth, weight, height, color of hair and eyes, sex, organization or employer, security clearance) used on Fort Ritchie badges and is submitted on Fort Ritchie ACCN Form 19.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Certification of clearances to any US government agency or DoD component participating in DCA projects, or where the DCA is a participant in another agency or component project.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Visible file cards (5'x8') in rotary power file; correspondence in file folders, in safe.

Retrievability:

Information on file cards filed alphabetically by name.

Correspondence filed with sequential number cross-indexed to file card.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

File cards are maintained indefinitely as long as recertification is received annually from the individual's organizational or company security officer. Inactive cards are removed and destroyed periodically, usually within six months from the expiration of the visit request.

Correspondence files are removed and destroyed annually and as replaced by new certification.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

All information maintained on the individual is furnished by the Security Officer of the individual's organization, company, or institution.

Exemptions claimed for the system:

None.

K240.06

System name:

Classified Container Information on Form (DA Form 727).

System location:

Office of the Chief, Physical Security Branch, Code 243, Security Division, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities who have been designated responsible officials of a classified container, or who are to be notified if the container is found open and unattended.

Categories of records in the system:

This form records the name, grade, address and telephone number of the above individuals.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Purpose(s):

Physical Security Branch, DCA - Used to record, in duplicate, each container used for storage of classified material and identify individuals who have knowledge of the combination.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The original copy is posted on the outside of the container in the DCA office concerned; the carbon copy is attached to the outside of a sealed envelope which contains a smaller envelope containing the classified combination and is stored in an approved classified container in the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Retrievability:

Filed numerically by container number.

Safeguards:

Building employs security guards. Carbon copy records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

This form is retained only as long as the information remains accurate, but not to exceed one year, at which time it is destroyed by burning. The original copy on the safe is removed, discarded and replaced by an updated copy.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, name of staff element, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and for contesting contents and appealing intial determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Names of the individuals in the system are submitted on the form which is completed by the DCA office concerned.

Exemptions claimed for the system:

None.

K240.07

System name:

Vehicle and Parking Registration Card.

System location:

Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

All civilian and military personnel assigned to Headquarters, DCA and collocated field activities, and who register their vehicles for parking on base.

Civilian contractor personnel assigned desk space at Headquarters, DCA and who apply for parking privileges on base.

Categories of records in the system:

This file records name, address, office code, office telephone number, social security account number (SSAN), make, year, body style, and color of vehicle, license plate number and state, insuring company and policy number, amount of liability insurance, expiration date of insurance policy carpool members and their address, place of employment and SSAN. The card also includes a certification statement signed and dated by the individual that he has read and understands the DCA Parking Regulations and attests to the accuracy of the information the individual provided. The amount of liability insurance is restricted to the term 'minimum required by the State of Virginia'. No dollar amounts are requested or required by the DCA.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Purpose(s):

Physical Security Branch, DCA - Information is used to report to the GSA statistical data on DCA parking: The total number of parking spaces; the number used for Government-owned or leased vehicle parking; other official parking; visitor vehicle parking; employee parking; number of a assigned to physically handicapped employees; number and percentage of employee parking spaces assigned to executive personnel and persons assigned unusual hours; number of employee parking spaces used by carpools; and total number of persons using carpool spaces.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Visible file cards (5' x 8') in metal file cabinet.

Retrievability:

Filed alphabetically by name and parking status, that is, Handicap Area, Carpool Area, Executive Area, and Open Area.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

File cards are maintained during the period of the incumbent's assignment, then removed and destroyed when asignment is terminated.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Completed form filled out by individual.

Exemptions claimed for the system:

None.

K240.08

System name:

Security Violation Case File.

System location:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA). Decentralized Segments - Security Branch, Defense Communications Engineering Center, Code R121, and Physical Security Branch, Command and Control Technical Center (CCTC) Code C122.

Categories of individuals covered by the system:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who committed or contributed to a security violation involving classified defense information.

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who discovered the violation, were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Civilian contractors under contractural obligation to the DCA and who were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Any individual in the civilian community, government employ, military or civilian, who reported a security violation, or who could furnish information relative to the violation, or who may have been involved in the violation.

Categories of records in the system:

This file contains the results of an investigation involving classified defense information which has been compromised or subjected to compromise through loss, unauthorized disclosure, improper handling or transmission, or failure to safeguard. It contains the facts and circumstances surrounding the violation, the personnel involved, the findings, affixes responsibility, and recommendations for remedial, administrative or disciplinary actions.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Purpose(s):

Security Division, Headquarters, DCA - This file which consists of a Report of Security Violation, and an Investigation Officer's Report of Investigation, is used to determine the adequacy of the investigation, a review of the circumstances which led to the violation, and a review of the security policies and procedures established by the DCA and the office concerned with the aim of improving the procedures to preclude further violations. It is also used, when compromise cannot be precluded, to notify the original classification authority for the specific classification involved, and to request an impact statement on national security, and whether the information can be downgraded or declassified. A copy may also be furnished to an appropriate military service or government agency involved in prosecution proceedings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The correspondence is stored in case folders and secured in a safe.

Retrievability:

Each case folder is filed in numerical sequence by calendar year and cross-referenced to an index sheet containing case number, code, date of violation and name(s) of individuals involved.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Case files that preclude compromise are considered administrative and destroyed upon departure of the individual.

Case files that reflect compromise are retained for two years then retired to the Federal Records Center for an additional eight years, then destroyed.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA. Decentralized Segments - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090, and Chief, Security Branch, CCTC, Code C122, Washington, D. C. 20301.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segments requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090 or Chief, Physical Security Branch, Command and Control Technical Center , Code C122, Washington, D. C. 20301.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Information developed by the Investigating Officer investigating the violation includes, interviews with the individual(s) involved in the violation; witnesses to or having knowledge of the violation; coworkers and supervisor; it may include sworn statements, depositions, photographs or sketches of the area or equipment involved in the violation; office security procedures or instructions; and, in some cases, a copy of the classified document involved.

Exemptions claimed for the system:

None.

K317.01

System name:

Mishap Report.

System location:

Facilities Engineering and Building Services Branch, Code H317, Headquarters, Defense Communications Agency (DCA), 8th and South Courthouse Road, Arlington, VA 22204.

Categories of individuals covered by the system:

Those DCA civilian and military employees who receive a job-related injury or illness.

Categories of records in the system:

Name, social security number, age and sex of employee injured, the Department, Agency, Branch, date and time of injury, nature of injury/illness, brief description of injury and corrective action taken.

Authority for maintenance of the system:

29 CFR 1960.2; Pub. L. 91-596; Executive Orders 12196 and 9397, DoD Instruction 6055.1

Purpose(s):

The Mishap Report establishes the requirements and responsibilities for reporting all mishaps which result in injury, occupational illness, and/or property damage, or which interrupt or interfere with the orderly progress of normal DCA activities. The information contained in the report will be used for mishap prevention purposes only.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the "Blanket Routine Uses" set forth at the beginning of DCA's listing of records system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Currently paper records are stored in file folders, however in the future computer storage will also be used.

Retrievability:

Information is retrieved by the name, social security number, and date of injury.

Safeguards:

Records are filed in a secure file system, accessible only to authorized personnel who clearly have a need to know the information. Doors are locked at night and the building has security guards.

Retention and disposal:

Records are not permanent. They are retained for at least five years following the end of the calendar year to which they relate and then destroyed.

System manager(s) and address:

DCA Safety and Occupational Health Manager, Facilities Engineering and Building Services Branch, Code H317, Headquarters, DCA, 8th and South Courthouse Road, Arlington, VA 22204.

Notification procedure:

Requests from individuals should be addressed to Facilities Engineering and Building Services Branch, Code H317, Headquarters, DCA, 8th and South Courthouse Road, Arlington, VA 22204. The full name of the injured person and the date of injury will be required to determine if the system contains a record. The requestor may visit the Facilities Engineering and Building Services Branch, Code H317 during normal working hours to obtain information on whether the system contains records pertaining to him or her.

Record access procedures:

Access may be obtained through the Facilities Engineering and Building Services Branch, Code H317, Headquarters, DCA. The address is listed above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Names and other personal information on those individuals in the system are obtained/gathered by supervisors of injured employees, recorded on DCA Form 73 and 74, and forwarded to the Safety and Health Manager, Facilities Engineering and Building Services Branch, Code H317.

Exemptions claimed for the system:

None.

K660.01

System name:

303-41-42 Claims Files, Requests for Waiver of Pay and Allowances.

System location:

Office of Financial Services Division, Code 660, Headquarters, Defense Communications Agency (DCA), Washington, D.C. 20305.

Categories of individuals covered by the system:

Civilian employees or former civilian employees of DCA who submit requests for waiver of claims of the US arising from erroneous overpayment of pay and allowances.

Categories of records in the system:

The initial request for waiver of claim. The report of investigation, including copies of all documentation, affidavits, statements, vouchers, and other papers containing information bearing on the case. A summary of the report of investigation and a register of requests for waiver. Correspondence with the General Accounting Office concerning claims waivers. Correspondence with the individual who submitted the waiver request. Decisions concerning waivers of the Comptroller, DCA or the Comptroller General of the United States.

Authority for maintenance of the system:

5 U.S.C. 5584 'Claims for Overpayment of Pay and Allowances, Other Than Travel and Transportation Expenses and Allowances and Relocation Expenses.'

Purpose(s):

Records residing in these files represent the history of a request for waiver of claim and the action taken thereon, including disposition.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Comptroller, DCA or Comptroller General of the United States to reach a decision concerning requests for waiver. Records are used to administer and process requests for waivers of claims.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The record is stored in a locked safe.

Retrievability:

Retrieved by the name of the individual who submits a request for a waiver of claim.

Safeguards:

Records are stored in a locked safe. Access is limited to Code 660, DCA, the investigating officer if other than from Code 660, and the individual concerned, if he so desires, as well as the DCA Counsel, the Director and personnel of the Claims Division of the GAO.

Retention and disposal:

Records are retained by Code 660, Hq DCA for 2 years, then retired to Federal Records Center for permanent storage.

System manager(s) and address:

Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305

Notification procedure:

Requests from individuals should be addressed to the Chief, Financial Services Division, Code 660, Headquarters, DCA, Washington, D.C. 20305. Individual must provide his full name and social security number to determine whether or not the system contains a record on him. For personal visits the individual must present proof of identity to include his full name and social security number as well as positive identification, such as identification card or driver's license.

Record access procedures:

Contact the Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305 for assistance.

Contesting record procedures:

The Defense Communications Agency's rules for access to records and for contesting content and appealing initial determination by the individual concerned are promulgated in the Rules and Regulations section of the Federal Register.

Record source categories:

Official Personnel Records of Individuals; Finance and Accounting Offices for financial records; individuals having knowledge concerning the subject of the claim, for statements and affidavits; and any other source from which pertinent information may be drawn.

Exemptions claimed for the system:

None.

K700.01

System name:

Employee-Management Relations and Services Files.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

DCA civilian employees in the Washington Metropolitan Area who have a requirement for the employee-management service except the grievance file which is applicable to all DCA civilian employees.

Categories of records in the system:

Blood donor program records, grievance file containing all documents related to a grievance, reconsideration file containing all documents relating to a negative determination of within-grade salary increase and the request for reconsideration of the determination, DCA Form 169, Exit Interview

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 990-1, Book III, Part 531, Section 531.407 Work of an Acceptable Level of Competence, Part 771, Employee Grievances, Part 715, Subpart B. Voluntary Separations; 10 U.S.C 136

Purpose(s):

Used by the Civilian Personnel Office staffs and supervisors of employees to process and record actions pertinent to employee-management relations and services.

Used by the Director/Vice Director and heads of major staff elements DCA Headquarters and Commanders of DCA field activities in the Washington Metropolitan Area to render decisions concerning individual employees and as a basis for future management action.

Used by Department of Defense and Office of Personnel Management inspectors to review records for compliance with applicable Federal Personnel Manual policies.

Used by the Office of Personnel Management to review agency records concerning grievances and negative determinations of within-grade salary increase.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in file folders and card files.

Retrievability:

Information is retrieved by name.

Safeguards:

Building employs security guards. Records are maintained by operating officials in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained. Files are locked in secure file cabinets during non-duty hours.

Retention and disposal:

Records are not permanent. They are retained for two years and subsequently destroyed except for blood donor records which are retained until the employee terminates his/her employment with DCA and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720 Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Official personnel folder, individual employees, employee representatives, supervisors of employees, civilian personnel staff, hearing examiners reports and other reports of inverstigation, statements of witnesses and management representatives.

Exemptions claimed for the system:

None.

K700.02

System name:

Civilian Awards Program File.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities.

Categories of individuals covered by the system:

DCA civilian employees who merit special recognition for performance either within or outside the employee's job responsibilities and length of service to the Government. Suggestions from civilian and military personnel assigned to Defense Communications Agency, Department of Defense and other government agencies.

Categories of records in the system:

File contains copies of minutes of DCA Awards Board meetings, action by approving officials, record of individuals receiving awards, DCA Form 89, Service Award Work Sheet and Record, suggestions and report of evaluation of suggestions, and related correspondence.

Authority for maintenance of the system:

Federal Personnel Manual, Chapters 430 Performance Evaluation, 450 Incentive Awards, 531 Pay Under the General Schedule

Department of Defense Directive 5120.15, Department of Defense Incentive Awards Program; Assignment of responsibility.

Department of Defense Instruction 5120.16, Department of Defense Incentive Awards Program: Policies and Standards

Purpose(s):

Used by the civilian personnel office staff to process and record actions for individuals who merit special recognitions.

Used by suggestion evaluators in the Defense Communications Agency, Department of Defense and other government agencies to recommend adoption or non-adoption of suggestions.

Used by the Department of Defense and Civil Service Commission to process and approve nominations for awards.

Used by DCA Awards Boards to review nominations for awards and recommend approval/disapproval to the Director, DCA.

Used by the Director DCA to approve/disapprove recommendation for awards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name and type of award.

Safeguards:

Building employs security guards. Records are maintained in file cabinets with a combination locks and are accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed except for minutes of Awards Boards which are retained for five years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

Notification procedure:

Information may be obtained from:

Primary System -Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Director, Commander or Chief of the appropriate DCA field activity.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder, supervisors of employees, individuals submitting suggestions, evaluators of suggestions, DCA Awards Boards, civilian personnel office staff, Department of Defense, Civil Service Commission.

Exemptions claimed for the system:

None.

K700.03

System name:

Manpower and Personnel System (MAPS).

System location:

Primary System - Personnel and Administration Directorate, Code 300, Headquarters (HQ), Defense Communications Agency (DCA)'

Decentralized Segments - DCA Field Activities.

Categories of individuals covered by the system:

All civilian and military personnel currently or formerly employed by or assigned to the DCA.

Categories of records in the system:

System contains personal information in several categories: Biographical data (Name, SSAN, Sex, Minority Group Indicator, birth date, citizenship, DCA employment (DCA start date recruitment source, DCA service computation date, geographic location, Submitting Office Number, DCA Area, Office Code, Salary, appointment type, work schedule, pay plan, grade, step, date of grade, pay determinant, pay basis, date of last within-grade, competitive level, tenure-excepted, reemployed employee code, position code, position description number, job title, career field, civilian job code, function code for scientists and engineers, rotation date, not-to-exceed code, not-to-exceed date, nature of action code, performance rating date, performance rating code, supervisor code, reason for departure code, type of promotion, Vietnam era indicator; military service information; service component, branch of service, date of commission, primary job code, secondary job code, tertiary job code, added job code, permanent grade, date of permanent grade, military education level, rating official, military performance rating, military job code, office assignment of military rater, indorsings Official, Office Assignment of Military Indorser, MOS Prefix, MOS Suffix); civilian federal employment (Service Computation Date, Date Entered Federal Service, Veterans Preference, Reduction In Force code, Tenure group, Probation start date, Career start date, Leave Category, Handicap Code, Position Occupied Code); education (education level, academic specialty, year of degree), (Type of training, purpose of training, training facility, course number, course name, on-duty training hours, off-duty training hours, direct training costs, indirect training costs,Date of Training, Training Status, Training Sponsor, Special Interest Training, Degree Program School, Type of Degree Program, academic specialty of degree *Total training, -Total training hours, - Type of competitive training; Awards and recognition (Type of award, date of award, amount of award. Intangible awards); Benefits (Federal Employees Group Life Insurance Coverage, Federal Employees Health Benefits Plan, Federal Employees Health Benefits Carrier; Locator Information); (Home Phone Number, Office Phone Number, DCA Building Number, Room Number).

Note: This information is being retained as a result of court order.

Authority for maintenance of the system:

10 USC 133(b).

Purpose(s):

DCA and DCA Field Activities - collect and maintain personal data for internal management purposes and to meet external report requirements. Data is used by the Director, DCA and those DCA officials to whom the Director has delegated authority to command, organize, direct, and manage the DCA and DCA Field Activities.

Civil Service Commission and Department of Defense - data is used for statistical and by name reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes/disks/drums and/or punched cards.

Retrievability:

Retrieved by SSAN or random access.

Safeguards:

System is in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building employs security guards to control access. Computer software restricts access by use of a series of passwords and levels of security codes for each data element.

Retention and disposal:

Records are permanent. They are retained in the active system during the individuals employment/assignment to DCA. Upon departure from DCA, individual records are transferred to a history file within DCA.

System manager(s) and address:

Asst Dep Dir for CIV PERS, Code 306, Personnel and Administration Directorate, HQ DCA.

Notification procedure:

Personnel currently assigned to/employed by Headquarters DCA or personnel formerly assigned to DCA and DCA Field Activities may obtain information from:

Personnel and Administration Directorate
Defense Communications Agency
8th & S. Courthouse Road
Arlington, Va. 22204

Personnel currently assigned to/employed by DCA Field Activities may obtain information by contacting the Commander of their organization.

For personal visits, requests for information concerning an individual must contain name and SSAN. Proof of identity is either an employee ID card or driver's license.

Record access procedures:

Contact the Personnel and Administration Directorate for Information concerning access to individual records. The official mailing address is in the Department of Defense directory in the apendix to the DCA systems notice.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from the individual either verbally or in writing and from source documents found in individual Official Personnel Folders/Files or submitted by employee supervisors, personnel office employees, EEO officials, and security office employees.

Exemptions claimed for the system:

None.

K700.04

System name:

Priority Reassignment Eligibles File.

System location:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

DCA civilian employees who are assigned to DCA activities located at the Headquarters DCA compound and the Military Communications-Electronics Board whose positions have been declared excess to current or planned Joint Table of Distribution (JTD) authorizations.

Categories of records in the system:

File contains a Reassignment List comprised of employees who are in positions which are not authorized by current or planned JTD's, positions for which the employee qualifies for reassignment and a record of the action taken for each employee.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 351, Reduction in Force

Purpose(s):

Used by personnel in the Civilian Personnel Division, Headquarters, DCA to screen the Reassignment List to identify employees who are qualified for vacant positions and to maintain a record of action taken for each referred employee.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in loose leaf folder.

Retrievability:

Information is accessed and retrieved by name

Safeguards:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained until the individual is reassigned to an authorized DCA JTD position or terminates his/her employment with DCA and subsequently destroyed.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DCA Comptroller - Joint Table of Distribution; Qualifications Statement in the Official Personnel Folder as analyzed by a personnel specialist; and selecting officials.

Exemptions claimed for the system:

None.

K700.05

System name:

Executive Level Position Files.

System location:

Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

Current and former DCA civilian employees assigned to an executive level position (GS-16,17,18 and 10 USC 1581 positions) and GS-15 employees proposed for the executive level position category.

Categories of records in the system:

Executive Level Position Files contain the names of the individuals, Official Position Description, Civil Service Commission Form 915 Notification of Executive Personnel Vacancy, Civil Service Commission Form 916 Request for Executive Personnel Action, Civil Service Commission Form 917 Request for Approval of Executive Selection, Standard Form 171 Personal Qualifications Statement and a record of correspondence pertinent to the established/proposed supergrade position. Executive Level Position Report contains the name of the individual assigned to an established or proposed executive level position, type of executive level authorization, and a summary of projected actions required to obtain Department of Defense and Civil Service Commission approval of executive level positions.

Authority for maintenance of the system:

Federal Personnel Manual Chapter 305, Employment Under the Executive Assignment System.

Purpose(s):

Used by the staff of the Office of the Assistant to the Director for Personnel to compile supporting data for authorized and projected supergrades and to provide DCA management with a monthly report of the status of executive level positions.

Used by the Director, Vice-Director, Chief of Staff, Deputy Directors, Deputy Manager, National Communications System, Comptroller; Office of the Counsel, Assistant to the Director for Administration and Commanders, DCA Field Activities located in the Washington Metropolitan Area to determine executive level position needs of the Agency and to keep abreast of the status of current and projected executive level positions.

Used by the Department of Defense to review DCA requests for establishment of supergrade positions and approval of selections for executive level positions.

Used by the Civil Service Commission to approve/disapprove the agency request for classification of executive level positions and selection for executive level positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in file folders.

Retrievability:

Information is accessed and retrieved by name, position title/series/grade and organizational location.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Notification procedure:

Requests from individuals should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder Files; DCA Joint Table of Distribution; correspondence originating in DCA staff organizations, Department of Defense and the Civil Service Commission.

Exemptions claimed for the system:

None.

K700.06

System name:

Report of Defense Related Employment.

System location:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Categories of individuals covered by the system:

Civilian employees of DCA who were previously employed by or performed services for defense prime contractor.

Categories of records in the system:

Department of Defense Form 1787, Report of Defense Related Employment as Required by Pub. L. 91-121 and lists of civilian employees who were previously employed by or performed services for a defense prime contractor.

Authority for maintenance of the system:

Pub. L. 91-121, section 410.

Purpose(s):

Used by the Civilian Personnel Division staff to assure that applicable DCA civilian employees submit a completed DD Form 1787 to review information as submitted for the possibility of a violation of the law or Department of Defense Directive, and to transmit a composite listing by employee name and defense contractor together with completed DD Forms 1787 to the Assistant Secretary of Defense (Manpower and Reserve Affairs).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Assistant Secretary of Defense (Manpower and Reserve Affairs) to prepare and transmit reports to the President of the Senate and the Speaker of the House of Representatives.

See also 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Retrieved by employee name.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records are retained for two calendar years and subsequently destroyed.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual employees submitting the DD Form 1787.

Exemptions claimed for the system:

None.

K700.07

System name:

Employee Record File.

System location:

These cards are maintained by all supervisors of civilian employees.

Categories of individuals covered by the system:

Civilian employees of DCA organizations in the Washington Metropolitan Area.

Categories of records in the system:

Standard Form 7B, Employee Record Card.

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 293-31, Subchapter S7-2, Employee Record

Purpose(s):

Used by operating officials as a source of data to initiate requests for personnel actions, to plan and schedule employee training to counsel employees on their performance, to establish a basis for proposing commendations or disciplinary actions and to carry out their personnel management responsibilities in general.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical File Cards.

Retrievability:

Information is accessed and retrieved by employee name.

Safeguards:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. Cards for employees who are moving within the Agency are sent to the new operating office. Cards of employees who terminate employment with DCA are destroyed.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests should be addressed to the employee's supervisor. The individual's full name will be required to determine if the system contains a record about him or her.

Record access procedures:

The individual can contact his/her supervisor to gain access to the record. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories: Official Personnel Folder, individual employees, supervisors of employees, official personnel actions, civilian personnel staff.

Exemptions claimed for the system:

None.

K700.09

System name:

603-02 Service Record Card Files.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

DecentralizeD Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees or former civilian employees of DCA organizations.

Categories of records in the system:

File contains Standard Form 7, Service Record; Standard Form 7A, Service Record Continuation; and Standard Form 7D, Position Identification Strip

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 293-31, Subchapter S2, The Service Control File.

Purpose(s):

Used as prescribed by Civil Service Commission regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards in metal and cardboard containers.

Retrievability:

Information is accessed and retrieved by name and organizational location.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in an active file until the individuals terminate their employment with DCA; held for five additional years in an inactive file in DCA and then transferred to Washington National Records Center where they are held for an additional ten years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's liense.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder Files.

Exemptions claimed for the system:

None.

K700.10

System name:

603-08 Annual Classification Maintenance Review File.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

DCA civilian employees.

Categories of records in the system:

File contains a report of the annual classification maintenance review by individual employee, position description number, position title/series/grade.

Authority for maintenance of the system:

Section 1310 of the Supplemental Appropriation Act, 1952 as amended (5 USC 3101, Note) Whitten Amendment.

Purpose(s):

Civilian Personnel organizations -- used to identify positions subject to the annual maintenance classification review and to take appropriate position classification action for positions which require adjustments.

Civilian employees and supervisors--used to identify the need for each position and to certify the accuracy and completeness of each officially classified position.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Retrieved by employee name and position description number. Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in active file for two calendar years and then destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from the Personnel Management Information System, Official Position Descriptions, civilian employees and their supervisors, and civilian personnel employees.

Exemptions claimed for the system:

None.

K700.11

System name:

602-18 Promotion Register and Record Files.

System location:

Primary System - Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Candidates who apply for job vacancies under the DCA Civilian Merit Promotion Program.

Categories of records in the system: The file contains the Job Opportunity Announcement; list of candidates; rating sheets; evaluation instrument; supervisory appraisals; DCA Form 237, Eligibility List; SF 171, Personal Qualifications Statements; DCA Form 326, Applicants Card Record; and other supporting documentation generated in the evaluation of candidates.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 335, Promotion and Internal Placement.

Purpose(s):

Used by the Civilian Personnel Office staffs to prepare and issue Job Opportunity Announcements; evaluate candidates' qualifications and develop promotion certificates in coordination with promotion panels and supervisors, notify candidates of selection or nonselection, monitor the DCA Civilian Merit Promotion Program, and to otherwise complete and document merit promotion actions.

Used by supervisors and members of promotion panels to evaluate candidates, interview candidates and to notify the Civilian Personnel Office staffs when selections are made.

Used by Department of Defense and Civil Service Commission inspectors to review promotion actions for compliance with merit promotion policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by employee name and Job Opportunity Announcement Number.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Job application from individuals, current and former supervisory appraisals, Official Personnel Folder, promotion panels and civilian personnel office staff, selecting officials.

Exemptions claimed for the system:

None.

K700.12

System name:

602-10 Civil Service Certificate Files.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Applicants who are eligible for competitive appointments from Civil Service Commission registers to positions in DCA organizations.

Categories of records in the system:

File contains copies of Standard Form 39, Request for Certification, Civil Service Commission Form 1844, Certificates of Eligibles, Civil Service Commission Form 2934, Statement of Reasons for Passing Over and Preference Eligible and Selecting a Nonpreference

Eligible, Civil Service Commission Form 775, Authority to Examine and Appoint Under Open Examination, and related correspondence supporting the action.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 332, Recruitment and Selection Through Comptetitive Examination.

Purpose(s):

Used as prescribed by Civil Service Commission regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by position title and position description number.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Civil Service Commission certificates of eligibles and reports of action taken on certificates of eligibles.

Exemptions claimed for the system:

None.

K700.13

System name:

602-26 Retention Register Files (Reduction-in-Force).

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of organizations who compete during a Reduction-In-Force (RIF); civilian employees who receive a RIF notice and are eligible for registration in the Department of Defense Program for Stability of Civilian Employment and the Civil Service Commission Displaced Employee Program and the Reemployment Priority List.

Categories of records in the system:

File contains copies of Retention Registers and Reduction-in-Force Notices, Civil Service Commission Displaced Employee Program Registration; Department of Defense Form 1817, Program for Stability of Civilian Employment Registration; Reemployment Priority List, Qualifications Appraisal.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 351, Reduction-in-Force

Department of Defense Directive 1400.20, Program for Stability of Civilian Employment in the Department of Defense

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-m.

Purpose(s):

Used as prescribed by Civil Service Commission and Department of Defense regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and computer printout of Retention Registers.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for five years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder, computer printout of retention register, DCA management, individual employees and supervisors, civilian personnel office staff, official position description, Civil Service Commission, Department of Defense.

Exemptions claimed for the system:

None.

K700.15

System name:

603-05 Chronological Journal Files.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees or former civilian employees of DCA organizations for whom a personnel action affecting their employment with DCA was processed within the last two calendar years.

Categories of records in the system:

File contains copies of Standard Form 50, Notification of Personnel Action, Standard Form 50A, Notice of Short Term Employment and list forms used in lieu of Standard Form 50.

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 239-31, Subchapter S3, The Chronological Journal File.

Purpose(s):

Used as prescribed by Civil Service Commission regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in three-ring binders.

Retrievability:

Information is accessed and retrieved by name or type of personnel action.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder Files, official position description, individual employees, supervisors of employees, civilian personnel staff members, and Civil Service Commission.

Exemptions claimed for the system:

None.

K700.16

System name:

Classification Appeals File.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of DCA who appeal a position classification action to the Agency; civilian employees who appeal a classification action to the Civil Service Commission and Agency appeals to the Civil Service Commission.

Categories of records in the system:

Official position description of the employee and the supervisor evaluation statements, organizational charts, employee/supervisor statements concerning completeness and accuracy of the position description and related correspondence.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 511, Classification Under the General Schedule; Chapter 532, Coordinated Federal Wage System.

Purpose(s):

Used by the civilian personnel office staff to process classification appeals and render classification decisions; to advise employees of classification decisions; to submit information concerning employee and agency appeals to the Civil Service Commission; and as a reference document for future classification actions.

Used by the Civil Service Commission to process classification appeals and to notify the agency and employees of classification decisions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by employee name.

Safeguards:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed when obsolete.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Civilian personnel office employees, DCA management officials appellant and their supervisors, and Civil Service Commission.

Exemptions claimed for the system:

None.

K700.17

System name:

603-01 Official Personnel Folder Files (Standard Form 66).

System location:

Primary System - Civilian Personnel Division Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of DCA organizations.

Categories of records in the system:

Standard Form 171 Personal Qualifications Statement Standard Form 172 Supplemental Experience and Qualifications Statement Standard Form 50 Notification of Personnel Action Standard Form 50A Notice of Short Term Employment Standard Form 52 Request for Personnel Action Standard Form 15 Claim for Veteran's Preference Standard Form 51 Request for Insurance Standard Form 176 Election, Declination, or Waiver of Life Insurance Coverage, FEGLI Standard Form 176A The Federal Employees Group Life Insurance Program Standard Form 54 Designation of Beneficiary, Group Life Insurance Standard Form 61 Appointment Affidavits Standard Form 61B Declaration of Appointee Standard Form 70 Proof of Residence Standard Form 78 Health Qualification Placement Record Standard Form 144 Prior Federal & Military Service Standard Form 2809 Health Benefits Registration Form Standard Form 2810 Notice of Change in Health Benefits Enrollment Standard Form 39 Request for Certification Standard Form 39A Request for FSEE Certification Standard Form 59 Request for Approval of Noncompetitive Action Standard Form 75 Request for Preliminary Employment Data Standard Form 144 Statement of Prior Federal and Military Service Standard Form 161 Executive Inventory Record Standard Form 161A SF 161 Continuation Sheet DA Form 2515 Payroll Change Slip Standard Form 1126 Payroll Change Slip Standard Form 1152 Designation of Beneficiary, Unpaid Compensation of Deceased Employee CA1/CA-1&2 Notice of Injury of Occupational Disease DA2515 Notice of Within Grade/Pay Adjustment WA18, WA8 Direct Hire Authority Optional Form 8 Position Description DD Form 214 Armed Forces of the United States Report of Transfer or Discharge DD Form 1559/1917 Employee Career Appraisal (Test) DD Form 1617 Transportation Agreement - Overseas Employee DD Form 1618 Transportation Agreement - Transfer of DoD Civilian Employees to and within Continental United States CSC Form 2800A Proof of Selection for Career/Career Conditional Appointment CSC Form 813 Request for Verification of Military Service DCA Form 89 Service Award Work Sheet & Record DCA Form 103 Notice of Performance Rating DCA Form 104 Recommendation for Outstanding Performance Rating DCA Form 222 Quality Salary Increase Recommendation and Approval DCA Form 105 Recommendation for Performance Award Records of Training Civil Service Commission Letters authorizing waivers and exceptions Official Letters of Commendation Debt Correspondence Official Disciplinary Actions Reduction-in-Force Letters.

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 293-31, Subchapter S5, The Official Personnel Folder File.

Purpose(s):

Used as prescribed by Civil Service Commission Regulations and to provide data for the automated Defense Communications Agency Manpower and Personnel System (MAPS).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in file folders.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Records are maintained in Lektriever with combination lock and are accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Temporary Records - Must be retained in the Official Personnel Folder (left side) for a minimum period of one year or until the eemployee transfers or separates, whichever occurs first, except that official letters of admonishment, warning, caution, reprimand, and similar disciplinary action papers may be removed at any time if it is decided later that the action was unwarranted. Otherwise, most temporary records may remain in an employee's personnel folder as long as he remains with the same agency, except that letters of caution, warning, admonishment, reprimand, and similar disciplinary action papers must not be kept in the folder longer than three years, unless the agency has received an exception from the Civil Service Commission.

Permanent Records - Personnel action reports and other doduments filed on te right side of the folder are permanent records and 'travel' with the employee throughout his or her entire Federal career. Records are maintained in DCA until the individuals terminate their employment with DCA and subsequently are transferred to another government agency or if the employee is separated from the Federal service the records are transferred to the National Personnel Records Center (Civilian), St. Louis, Missouri.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Former government agencies with which the individual was employed, individual employees, supervisors of employees, official personnel actions, military service records, Civil Service Commission records, and information listed in the records category and civilian personnel staff.

Exemptions claimed for the system:

None.

K700.035

System name:

602-11 Active Application Files (Applicant Supply Files).

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Applicants for employment with DCA organizations in the Washington Washington Metropolitan Area for positions which the organizations have been authorized by the Civil Service Commission to make temporary or term appointments outside Civil Service Commission registers.

Categories of records in the system:

File contains copies of Standard Form 170, Application for Federal Employment, Standard Form 171, Personal Qualifications Statement, Standard Form 172 Supplemental Experience and Qualifications Statement, Qualifications evaluations of the applicants, positions for which application is made, opening date for acceptance of applications and date that recruitment for the position is closed, priority groupings, alphabetic index of applications on file, index to the eligible applicants by occupational area, priority group and grade, name of individual selected and date of selection for appointment, qualifications standard used, written record of the positive efforts made to recruit preference eligibles for any appointment of a non-preference eligible to a restricted position and correspondence relating to the file.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 333, Appendix A, Mechanics of the Applicant Supply System.

Purpose(s):

Used as prescribed by Civil Service Commission regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for two years or after receipt of a Civil Service Commission report of inspection of the agency's civilian personnel program, whichever occurs first, and then destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals submitting applications for employment, civilian personnel office staff, selecting officials, Office of Personnel Management.

Exemptions claimed for the system:

None.

K890.01

System name:

Freedom of Information Act File (FOIA).

System location:

Central - Office of Civilian Assistant to Chief of Staff, DCA, Code 104. Decentralized - DCA Field Activities World-wide.

Categories of individuals covered by the system:

Persons who request information under FOIA.

Categories of records in the system:

Consists of (1) policy file which contains DoD Directive 5400.7, Availability to the Public of DoD Information, February 14, 1975; DCA Instruction 210-225-1, Availability to the Public of DCA Information March 31, 1975; USAF Regulation 12-30, Disclosure of Air Force Records to the Public, February 19, 1975; Department of Health, Education and Welfare, Public Information, contained in Federal Register Vol 39, Number 248, Part II, December 24, 1974; Commanders Digest, Vol 17, Number 8, Freedom of Information Actions, February 18, 1975; DoD Directive 5400.9, Publication of Proposed and Adopted Regulations Affecting the Public, December 23, 1974; and DCA Messages to Field Activities implementing the FOIA. (2) Log File which consists of a record of all written requests for information under the FOIA which have been processed within DCA since January 1, 1975. (3) Correspondence received in DCA relating to FOIA, including replies thereto.

Authority for maintenance of the system:

5 U.S.C. 552, as amended by Pub. L. 93-502, Freedom of Information Act.

DoD Directive 5400.7, February 14, 1975, Availability to the Public of DoD Information.

Purpose(s):

For making available to the public the maximum amount of information concerning the operations and activities of DCA. DCA Management - to receive, process, and respond to requests for information under FOIA. Director, DCA - to review and deny requests for information under provisions of FOIA and to forward applicable correspondence to DoD when the denial may be contested or appealed.

DoD and Department of Justice - for review and in event of judicial action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The paper records in file folders.

Retrievability:

Retrieved by the control number and the name of the individual who requested the information.

Safeguards:

Records are stored in a locked safe. Records pertaining to policy are permanent. Correspondence maintained for two years, then destroyed. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

All records (except the Authorities which are permanent) are retained by Code 104, Headquarters, DCA, for two years. Logs are kept until reference need expires.

System manager(s) and address:

Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104, Defense Communications Agency, Washington, D.C. 20305.

Notification procedure:

Requests from individuals relating to information from DCA Headquarters or DCA Field Activities in the Washington Metropolitan area should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA, Washington, D.C. 20305. Requests from individuals relating to information from DCA Field Activities outside the Washington Metropolitan area should be addressed to the Commanders of those activities. Individual must provide his full name, a detailed description of the record desired. For personal visits, the individual must present proof of identity to include full name and e full name and social security number as well as positive identification, i.e., such as driver's license, etc., and fully identify record desired.

Record access procedures:

Contact Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104. The mailing address is listed in the organization directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agencies' rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

From individuals concerned.

Exemptions claimed for the system:

As specified by the requested record system.

K890.03

System name:

Awards Case History File.

System location:

Military Personnel Division, Code 710, Hq, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps, assigned to the Defense Communications Agency, that have been recommended for an award while assigned/received an award that was presented by the Director/Vice Director/or received a promotion and the ceremony was conducted by the Director/Vice Director.

Categories of records in the system:

Records contain recommendation for an award, citation, memorandum and copy of ceremony announcement and the Director's brief sheet, biographical summary sheet and minutes of the awards board meetings. Categories of information are: Personnel identification and narrative justification for an award.

Authority for maintenance of the system:

10 USC 1121.

Purpose(s):

Used by the DCA awards personnel to manage the awards program of this Agency.

Department of the Army uses to grant or deny service awards.
Department of the Navy uses to grant or deny service awards.
Department of the Air Force uses to grant or deny service awards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders and locked in filing cabinets.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed 2 years after individual has departed from this Agency/or upon approval of the award whichever is later.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Hq, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requester will present his U.S. Armed Forces ID Card.

Record access procedures:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the DoD Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Activity/Area Commanders, Deputy Directors, Vice Director, Director, Comptroller, Assistant to the Director for Administration and Assistant to the Director for Personnel, who submit recommendations for awards on individuals assigned to their activity. Source data documents are: DA Form 638, Recommendation for Award (Army), AF Form 642, Recommendation for Decoration (Air Force), NAVPERS Form 1650/6, Recommendation for Award (Navy). Letter recommendations following the format prescribed in DCAI 220-15-39.

Exemptions claimed for the system:

None.

K890.04

System name:

Military Personnel Management/Assignment Files.

System location:

Military Personnel Division, Code 710, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps currently assigned to the Defense Communications Agency.

Categories of records in the system:

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Records maintained by the Military Department's Personnel Office. The category of data maintained is: Personnel identification, assignment history and eligibility, medical profile status and military and civilian education history.

Authority for maintenance of the system:

10 U.S. Code 3012, 6011, 8012.

Purpose(s):

DCA uses this information to manage the military personnel assigned. The majority of the information is furnished by the Military Departments. This information is used: To determine acceptance/non-acceptance for assignment to this Agency, to determine requisition base, to determine qualifications for requirements peculiar to the Agency, performance evaluations, position manning reports, strength accountability, data upon which to base individual requests for personnel actions, and biographical and statistical reports to top DCA management.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders in filing cabinets.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed upon reassignment from DCA.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Headquarters, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requester will present his U.S. Armed Forces Identification Card.

Record access procedures:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Basic sources of data are the Military Departments: Army, Air Force and Navy. Qualification records furnished when the individual is nominated for assignment to the Agency. The types of forms that are used as source data are: Army DA Form 2-475-2 (Personnel Data-SIDPERS), DA Form 31 (Request and Authority for Leave), DA Form 2/2-1 (Qualification Record), PERSINCOM Form 260 Officers Record Brief), Special Orders; Air Force AF Form 47 (Personnel Security Certificate), AF Form 298-1 (Career Brief Officer), AF Form 1074 (Career Brief Enlisted), AF Form 899 (Reassignment Orders), AF Form 152/988 (Leave Forms), AF Forms 2095/2096/2097/2098 (Personnel Actions Forms); Navy Career Brief Officers, NAVPERS 1070/602 (Dependency Application/Record of Emergency Data), Orders, OPNAV Form 5521-420 (Certificate of Clearance), NAVPERS 601-3 (Enlisted Classification Record). NAVPERS 601-4 (Navy Occupation and Training History), NAVPERS 601-9 (Enlisted Performance Record), NAVPERS Form 1616/18 (Performance Evaluation Report); Marine Corps, Career Brief. All services file letters, messages and general correspondence, DA Form 2490 (Disposition Form), relative to the individuals assigned to the Agency.

Exemptions claimed for the system:

None.

K890.05

System name:

Overseas Rotation Program Files.

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of DCA organizations in the Continental United States (CONUS) assigned to a position with a government organization outside the CONUS.

Categories of records in the system:

File contains copies of Standard Form 30, Notification of Personnel Action; Standard Form 55, Notice of Conversion Privilege, Group Life Insurance; Standard Form 56, Agency Certification of Insurance Status; Standard Form 171, Personnel Qualifications Statement; Standard Form 172, Supplemental Experience and Qualifications Statement; Standard Form 2810, Notice of Change in Health Benefits Enrollment; DD Form 1617, Transportation Agreement-Overseas Employees; DA Form 2515, Payroll Change Slip; Statement of Agreement; Position Description; Request for Extension of Reemployment Rights; General correspondence pertaining to the overseas assignment.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 301, Overseas Employment.

Department of Defense Instruction 1404.3, Standardized Overseas Tours of Duty for United States Citizens Employees of the Department of Defense.

Department of Defense Instruction 1404.8, Rotation of Employees from Foreign Areas and the Canal Zone.

Department of Defense Directive 1400.6, Statement of Personnel Policy for Civilian Personnel of the Department of Defense in Overseas Areas.

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-M.

Purpose(s):

Used by the personnel office staff as a source document to resolve questions concerning overseas employees who have reemployment rights to DCA/CONUS activities, to determine placement rights and to process actions for the exercise of reemployment rights.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name and occupational location.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained until the employee exercises reemployment rights within the CONUS and are subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

Decentralized Segments - Commander, DCA-Western Hemisphere, Building 6286, Fort Carson, Colorado 80913; Commander, Defense Commercial Communications Office, Scott Air Force Base, Illinois 62225.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained for the SYSMANAGER.

Record source categories:

Official personnel folder; individual employees; personnel office staff.

Exemptions claimed for the system:

None.

K890.06

System name:

Card File for Forwarding Mail of Departed Personnel.

System location:

Correspondence and Mail Processing Branch, Code 212, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Engineering Center, Administrative Offices, Code R120.

Categories of individuals covered by the system:

Records system contains the names of personnel who have been reassigned who had been receiving their mail through the correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

Categories of records in the system:

Card file consisting of individual's name and forwarding address for mail.

Authority for maintenance of the system:

Post Office Department, USA, Postal Manual, Chapter 1, Part 158.

Purpose(s):

Used by personnel of the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA for forwarding mail to personnel of Headquarters, DCA; Headquarters, National Communications System; and the Defense Communications Agency Operations Center, who have departed.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in a card file box.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is alarmed and is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are not permanent. They are retained for one year after an individual's departure and are then destroyed.

System manager(s) and address:

Chief, Administrative Division, Code 210, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code 210, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

Record access procedures:

Contact the Chief, Administrative Division, Code 210, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names and addresses of individuals in the system are furnished by the individuals who have been reassigned who had been receiving their mail through the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

Exemptions claimed for the system:

None.

K890.07

System name:

Education, Training, and Career Development Data System.

System location:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters Defense Communications Agency (DCA).

Decentralized Segments - DCA Field Activities.

Categories of individuals covered by the system:

All military and civilian personnel currently or formerly assigned to or employed by the DCA.

Categories of records in the system:

System contains individual career development plans (for civilians only); education and training historical data; applications for training funded, sponsored, or arranged by DCA; evaluations (by the trainee) of education or training received; applications for programs for which candidates are competitively selected; for example senior military service schools and other long-term training; agreements to continue government service in return for training received; and supervisor evaluations of the results of training given to their employees.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 410 'Training'.

Purpose(s):

Used by supervisors and by training specialists for career development planning and for determining appropriate training for individuals. Also used to determine an individual's eligibility for training and to justify education and training courses and their associated expenditures.

Used by managers in the DCA and by training specialists to determine agency training needs and the ability of specific courses to satisfy those needs. Also used to determine results and accomplishments of the DCA training programs (often presented in statistical form for this purpose).

Used by Career Development Specialists to prepare reports of training for the Civil Service Commission and for DoD.

Used by DCA procurement personnel and DCA legal staff as the basis for supporting or enforcing legal obligations, such as payment of tuition and fees, reimbursement of trainee's expenses, contractual obligations, or continued-service agreement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See 'BLANKET ROUTINE USES' set forth at the beginning of DCA's listing of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and punched cards.

Retrievability:

Retrieved by name or SSAN.

Safeguards:

System is in building which uses security guards to control access to the building. Only authorized personnel are allowed access to the building. Files are kept in standard drawer-type filing cabinets.

Retention and disposal:

Individual records are maintained as long as the individual is employed by or assigned to the DCA. After a person leaves the DCA, his/her individual files are destroyed within one year of the departure.

Consolidated reports may be maintained for as long as five (5) years before they are destroyed.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Hq, DCA.

Notification procedure:

Personnel currently assigned to or employed by the DCA Headquarters or DCA Field Activities in the Washington Metropolitan Area, and all personnel formerly assigned to or employed by DCA Headquarters or any DCA Field Activity may obtain information from:

Assistant to the Director for Personnel
Defense Communications Agency
8th St. & South Court House Road
Arlington, Virginia 22204

Personnel currently assigned to or employed by DCA Field Activities outside the Washington Metropolitan Area may obtain information from the commander of their activity.

Requests for information must contain name, SSAN, DCA activity to which assigned, and dates employed by or assigned to DCA.

Proof of identity for those appearing in person is an employee's ID card, driver's license, passport, or similar identification which contains both the name and a photograph of the individual. Proof of identity for individuals not appearing in person will be a notarized statement certifying that the person requesting the information has been identified by the notary public by means of an employee ID card, driver's license, passport, or other identification containing both the name and a photograph of the individual.

Record access procedures:

Contact the Assistant to the Director for Personnel for information concerning access to individual records. The official mailing address is in the Department of Defense Directory, in the appendix to the DCA systems notice.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Data in this system is obtained from individual Official Personnel Folders/Files or is supplied by the individual or by his/her supervisor.

Exemptions claimed for the system:

None.

STATION LIST DIRECTORY

ALASKA •DCA Alaska Field Office •Code N250 •Elmendorf AFB, AK 99506-5000 •Defense Commercial Communications Office Alaska •Elmendorf AFB, AK 99506-5000

CALIFORNIA •DCA Guam Field Office •Box 141, NAVCAMS WESTPAC •FPO San Francisco 96630-1837 •DCA Northwest Pacific Region •APO San Francisco 96328-5000 •DCA Korea Field Office •APO San Francisco 96301-0069 •DCA Southwest Pacific Region •APO San Francisco 96274-5000

DISTRICT OF COLUMBIA •Joint Data Systems Support Center •Washington, DC 20301-7010 •Headquarters Defense Communications Agency •Washington DC 20305-2000 •National Communications System/Defense Communications Agency Operations Center •Washington DC 20305-2000 •White House Communications Agency •Washington DC 20500-0001 •Defense Communications System Organization •Washington DC 20305-2000

FLORIDA •DCA Field Office •Building 540 •MacDill AFB, FL 33608-7001

HAWAII •DCA Pacific Area •Wheeler AFB, HI 96854-5000 •Defense Commercial Communications Office Pacific •Ft Shafter, HI 96858-5490

ILLINOIS •DCAOC Allocation and Engineering Directorate •Code N400 •Scott AFB, IL 62225-8400 •Defense Commercial Communications Office •Building 3189 •Scott AFB, IL 62225-8300

NEW YORK •DCA Field Office Turkey •JUSMMAT APO New York 09254-5365 •DCA European Area •APO New York 09131-4103 •Defense Commercial Communications Office Europe •APO New York 09130-5000

VIRGINIA •Defense Communications Engineering Center •1860 Wiehle Avenue •Reston, VA 22090-5500

VIRGINIA •CENTER FOR COMMAND AND CONTROL, AND COMMUNICATIONS SYSTEMS •Arlington Hall Station •Arlington, Va 22212-5410

WASHINGTON •DCA Okinawa Field Office •Box 959 •FPO Seattle 98773-5001

ADDENDUM TO DCA STATION LIST DIRECTORY • The Director, DCA is also the Manager, National Communications System (NCS), AND the Director, Worldwide Military Command and Communications System (WWMCCS) Systems Engineering. To the extent that the Director, DCA performs these other functions, the records systems described herein pertain to and are available to employees of these organizations, and may be corrected by means of the same process described for DCA files systems, unless specified otherwise herein. • The official military personnel records of military personnel assigned to DCA are maintained by the parent department and that department has the only complete official copies of the military members personnel records file. Responsibility for the completeness and accuracy of these files is invested in the military department. While the DCA commander or office chief may assist the military members in obtaining access or making corrections, DCA does not have the authority either to grant access or make corrections. The documents maintained by DCA on military personnel are copies of records provided by the military departments during the nomination process, copies of personnel correspondence generated during the members tenure in DCA, promotion rosters furnished by the military departments, and copies of orders published by the departments. A few documents are maintained as a result of requirements imposed by the departments (leave forms for Army, Navy and Air Force personnel and SIDPERS for Army personnel).

DEFENSE INTELLIGENCE AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

LDIA0005

System name:

Personnel Management Information System (PMIS).

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Current and former military and civilian employees of DIA, to include military and civilian personnel as well as their dependents nominated for assignment to the Defense Attache System (DAS).

Categories of records in the system:

This system consists of a variety of personnel and directory data, security, education, training, financial and health information, location, telephone and employment related records.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency (DIA) as a separate Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

The PMIS collects employment information on current and former military and civilian employees of DIA, to include military and civilian personnel as well as their dependents nominated for assignment to the Defense Attache System. The system contains a variety of personnel and directory data, security, education, training, financial and health information, location, telephone and employment related records which are required by the Agency to facilitate its day-to-day operations. Records are used by staff, administrative and operating officials to: Prepare individual administrative transactions; make decisions on the rights, benefits, entitlements and the utilization of individuals; provide a data source for the production of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration within DIA. Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided collected or obtained. Information collected concerning home phone, address and emergency notification data is used to provide postal and locator service, to identify next-of-kin for emergency notification and as a source document to prepare recall and special rosters required for the Agency's day-to-day operation and emergency functions. At overseas locations information may be provided to host country officials, Department of State, Department of Justice, Department of Treasury and the Central Intelligence Agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of.the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on magnetic tape and manual in paper files and cards, and on microfilms.

Retrievability:

By name or social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Paper files are destroyed when employment with the Agency ceases. Temporary microfilm records are destroyed when replaced with an updated film and magnetic tape files are retained indefinitely as a permanent record. Directory Service files are destroyed 1 year after the individual departs the Agency. Defense Attache System records are maintained for 1 year beyond the individual's tour completion date and then destroyed.

System manager(s) and address:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20340-3191.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Agency officials, Ambassadors, employees, educational institutions, parent Service of individual and immediate supervisor on station, and other Government officials.

Exemptions claimed for the system:

None.

LDIA0010

System name:

Requests for Information.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Individuals who make requests to DIA for information.

Categories of records in the system:

Correspondence from requester, and documents related to the receipt, processing and final disposition of the request.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

To provide records and documentation in response to requests from the public sector for information which is originated by or contained in the files of the Defense Intelligence Agency in accordance with public disclosure statutes. To provide information for compiling reports required by public disclosure statutes and to assist the Department of Justice in preparation of the Agency's defense in any law suit arising under these statutes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Granted access: Destroy 2 years after date of Agency reply. Denied access, but no appeals by requester: Destroy 6 years after date of Agency reply. Contested records: Destroy 4 years after final denial by Agency, or 3 years after final adjudications by courts, whichever is later.

System manager(s) and address:

Deputy Assistant Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20340-3190.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. You must include in your request: Your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Individual requesters and Agency officials.

Exemptions claimed for the system:

None.

LDIA0011

System name:

Student Information Files.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Current and former students of the Defense Intelligence College.

Categories of records in the system:

Student's biographic data and administrative/academic documents related to the student's enrollment.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information pertaining to personnel, past, present and projected assignments, educational background, academic/fitness reports, letters of course completion, rosters, grades and academic transcripts. This information is collected to provide data for managing the student population at the Defense College and for historical documentation. Information is used to document, monitor, manage, and administer the student's performance at the College.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic disc and tape and manual in paper files.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Registration cards are held 2 years and then retired to the Washington National Records Center. They are destroyed when 25 years old.

System manager(s) and address:

Commandant, Defense Intelligence College, Washington, D.C. 20340-5485.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Individual, parent Service, educational institutions, previous employees and other Federal agencies.

Exemptions claimed for the system:

None.

LDIA0014

System name:

Employee Grievance Files.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Current and former civilian employees of DIA who have submitted grievances in accordance with DIAR 22-12.

Categories of records in the system:

Files contain all records and documents relating to grievances filed by Agency employees to include statements of witnesses, reports of interviews and hearings and examiner's findings, recommendations, decisions and related correspondence or exhibits.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

To record all information collected in the course of a formal grievance including statements, findings, exhibits, recommendations and decisions. Files may be used as part of subsequent administrative or judicial proceedings concerning central or peripheral issues. These records and information in these records may be used: To disclose information to any source from which additional information is requested in the course of processing a grievance to the extent necessary to identify the individual, inform the source of the purpose(s) of the request and identify the type of information requested; to another Federal agency or to a court when the Government is party to a judicial proceeding before the court; by the Agency in the production of summary descriptive statistics, analytical studies and training in support of the function for which the records are collected and maintained or for related work force studies; to officials of the Merit Systems Protection Board including the Office of the Special Counsel, or the Equal Employment Opportunity Commission when requested in performance of their authorized duties; to disclose in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Record is destroyed 3 years after closing of the case.

System manager(s) and address:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20340-3191.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

By the individual, testimony of witnesses, Agency officials and from related correspondence from organizations or persons.

Exemptions claimed for the system:

None.

LDIA0015

System name:

Biographic Sketch.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Individuals who interface with the DIA on a fee or non-fee basis.

Categories of records in the system:

Contains biographic data to include name, date and place of birth, educational background, lists of published works or notable achievements in the intelligence, scientific or academic community, intelligence experience, etc.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected on Agency higher ranking civilian and military personnel assigned to offices in the Washington, D.C. area and the DAOs world-wide to provide managers of branches, divisions and higher levels of management with a capsule summary of biographic type information on assigned personnel so as to acquaint the managers, quickly, with an individual's background prior to visits, informal discussions, counseling sessions and other types of personnel actions. Biographic sketches are also collected on speakers at the Defense Intelligence College. To establish an individual's bona fide as a noted authority in a specialized area for the purpose of utilizing that expertise to fill a gap in the Defense Intelligence Agency's resources. Information will be disclosed to such other Federal agencies, state and local governments, as may have a legitimate use for such information and which agree to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are destroyed when no longer required.

System manager(s) and address:

Assistant Deputy Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20340-3190.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Individual, academic institutions or the individual's employer.

Exemptions claimed for the system:

None.

LDIA0140

System name:

Passports and Visas.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

All DIA personnel requiring passports.

Categories of records in the system:

Files contain passports and related correspondence.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected to obtain and safekeep official passports until needed for travel and to obtain necessary visas from appropriate Embassies; to notify individuals to reapply when passports expire and to return passports to the Department of State upon departure of the individual from DIA.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated in computer and manual in paper files.

Retrievability:

Alphabetically by surname of individual in file folders and by name of individual, date of birth, and/or social security number in computer.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information. Records maintained in computer system require special access code to retrive information.

Retention and disposal:

Passports are returned to Department of State upon departure of the individual from DIA and computer records are transferred into an archive file for 1 year.

System manager(s) and address:

Assistant Deputy Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20340-3190.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Individual applicant and Department of State, Passport Office.

Exemptions claimed for the system:

None.

LDIA0209

System name:

Litigation and Disposition Documentation.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Files involving legal and administrative matters involving individuals.

Categories of records in the system:

Correspondence or legal documentation relating to individuals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected pertaining to litigation, disciplinary matters, and administrative actions concerning civilian and military personnel. Information is compiled to support various legal-related activities of the Department of Justice, the Office of Personnel Management and the Military Services or adjudicative agencies of the U.S. Government as may be necessary or required in the disposition of an individual case.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Some records are retired to the Washington National Records Center where they are held for 10 years and then destroyed and others are destroyed when no longer needed for current operations.

System manager(s) and address:

The General Counsel, Defense Intelligence Agency, Washington, D.C. 20340-1029.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Other offices within the DIA and the DoD, the individual involved and other departments and agencies of the Executive Branch.

Exemptions claimed for the system:

None.

LDIA0271

System name:

Investigations and Complaints.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Current and former civilian and military personnel who filed a complaint acted upon by the Inspector General, DIA, or who were the subject of an Inspector General, DIA, investigation or inquiry.

Categories of records in the system:

Documents relating to the organization, planning and execution of internal/external investigations and records created as a result of investigations conducted by the Office of the Inspector General, including reports of investigations, records of action taken and supporting papers. These files include investigations of both organizational elements and individuals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected to determine the facts and circumstances surrounding a complaint filed with the office of the Inspector General by a Defense Intelligence Agency employee or to determine the facts and circumstances of matters under Inspector General inquiry of investigation. Information collected by the Inspector General is for the purpose of providing the Director, DIA, with a sound basis for just and intelligence action. Records are used as a basis for recommending actions to the Command Element and other DIA elements. Depending upon the nature of the information it may be passed to appropriate elements within the DoD, the Department of State, Department of Justice, Central Intelligence Agency and to other appropriate Government agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders (manual).

Retrievability:

Filed by subject matter and case number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are held in current files for 5 years after completion and adjudication of all actions and retired to the Washington National Records Center. Investigations will be offered to the National Archives and complaints destroyed when 20 years old.

System manager(s) and address:

Inspector General's Office, Defense Intelligence Agency, Washington, D.C. 20340-1028.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Personal interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations from employee's behavior, related notes, papers from counselors and/or clinical directors.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5, U.S.C., 552a, subsections k(2), k(5), or k(7). For additional information see Agency rules contained in 32 CFR part 292a.

LDIA0275

System name:

DoD Hotline Referrals.

System location:

Defense Intelligence Agency, Washington, D.C 20340-0001.

Categories of individuals covered by the system:

Current and former civilian and military personnel who were the subject of Inspector General, DIA, actions as a result of DoD/IG Hotline referrals.

Categories of records in the system:

Materials relating to the referral by DoD/IG Hotline and the follow-on of documentation created as a result of actions conducted by the IG, including reports, records of action taken and supporting papers.

Authority for maintenance of the system:

National Security Act of 1947, as amended, DoD Directive 5105.21, 'Defense Intelligence Agency,' and DoD Directive 7050.1, 'DoD Hotline,' as implemented by DIAM 40-1, 'Investigations and Inspections, Inspector General Activities and Procedures,' Chapter 2, paragraph 8.

Purpose(s):

Information is collected to determine the facts and circumstances surrounding allegations made to the DoD/IG Hotline and referred by them to DIA/IG concerning DIA employees. Records are used as a basis for recommending actions to the Command Element and other DIA elements. Results are reported back to the DoD/IG.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by subject matter and case number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in an alarmed secure area. Records are accessible only by authorized DIA/IG personnel who are properly cleared and trained, and who require access in connection with their official duties.

Retention and disposal:

Records are held in current files for 3 years after completion and adjudication of all actions and then destroyed.

System manager(s) and address:

Inspector General's Office, Defense Intelligence Agency, Washington, D.C. 20340-1028.

Notification procedure:

Information may be obtained by submitting a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Personal interviews, personal history statements, abstracts from personnel records and security records, observations from employee's behavior, related notes, papers from counselors and/or supervisors.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5, U.S.C. 552a, subsections k(2), k(5), or k(7). For additional information see Agency rules contained in 32 CFR part 292a.

LDIA0335

System name:

Alcohol and Drug Abuse Reporting Program.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Any civilian employee of the Defense Intelligence Agency who has been diagnosed as an alcohol/drug abuser by a physician and subsequently enrolled in an alcohol/drug abuse treatment program. Former employees who were undergoing treatment at time of termination are retained in the file for 2 years and other former employees who were enrolled in a program less than 2 years before their termination may also be included.

Categories of records in the system:

File contains employee intake and follow-up records, initial interviews forms, counselor observations and impressions of employee's behavior and rehabilitation progress, copies of medical consultation and procedures performed, results of bio-chemical urinalysis for drug abuse, and similar or related documents.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected and maintained to provide the Agency an accurate accountability of individuals involved in alcohol and drug abuse activities, education and training, and rehabilitation programs. Quarterly and annual program reports are generated based on the systems maintained in the DIA. Blanket 'routine uses' for DIA systems of records do not apply to this system of records. Records concerning the identity, medical diagnosis, prognosis, or treatment of any person irrespective of whether or when the individual ceased treatment, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, are confidential and may be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175 (as amended) and Title 42 U.S.C., Section 4582 (as amended).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records in the system may be disclosed outside DIA: To Government personnel for the purpose of obtaining benefits to which the person undergoing treatment is entitled; to qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation; to appropriate elements within the Department of State, Department of Justice and Office of Personnel Management when required for actions relative to the employees' employment, access to classified material or areas; to a court of competent jurisdiction upon authorization by an appropriate order. Any safeguards against unauthorized disclosure imposed by the court in its order shall be honored.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders (manual).

Retrievability:

By name and social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared, and trained in the protection of this information and have a need for access in connection with their official duties.

Retention and disposal:

Records are destroyed 2 years after the individual leaves the treatment program or the case is terminated.

System manager(s) and address:

Special Assistant for Equal Employment Opportunity, Defense Intelligence Agency, Washington, D.C. 20340-3375.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified herein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Personal interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations from employee's behavior, related notes, papers from counselors and/or clinical directors.

Exemptions claimed for the system:

None.

LDIA0435

System name:

DIA Awards Files.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Military personnel recommended for an award while assigned to DIA.

Categories of records in the system:

This file contains supporting documents for the awards nomination and the results of actions or recommendations of endorsing and approving officials.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected and submitted to determine eligibility for awards and decorations to individuals and units while assigned or attached to the DIA. Information is required for preparation of orders and for inclusion in individual's Service record. Records are used to obtain the approval for the awarding of the decoration, for the compilation of required statistical data and provided to the Military departments when appropriate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders (manual).

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in locked cabinets and are accessible only to authorized personnel who are properly screened cleared and trained in the protection of privacy information.

Retention and disposal:

Records are maintained for approximately 2 years within the Agency and then retired to the Washington National Records center where they are destroyed when 5 years old.

System manager(s) and address:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C.. 20340-3191.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Agency officials, parent Service and personnel records.

Exemptions claimed for the system:

None.

LDIA0480

System name:

Reserve Training Records.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Military Reserve personnel who have performed active duty training with the DIA or corresponded with the DIA regarding reserve matters.

Categories of records in the system:

Files contain correspondence with the reservist and documentation related to the reservist periods of active duty with DIA.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

The Reserve Affairs Office is required to maintain current biographical information on all personnel who are assigned to a DIA Reserve billet or perform Reserve duty with the Agency. The data is used to help provide productive tours for the Reservists. It is also used by DIA staff personnel and the Reserve Affairs Officer to evaluate the Reservists for Reserve billets or assignments. Biographical information will be maintained in the Reserve Affairs Office if person is accepted for assignment; otherwise, it will be destroyed. Records are used by Agency officials for the administrative, control and utilization of reservists and may be provided to the Military Departments when appropriate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders (manual).

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are destroyed 1 year after reservists become inactive.

System manager(s) and address:

Assistant Deputy Director for Human Resources, Defense Intelligence Agency, Washington, D.C. 20340-3191.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Individual reservists requesting assignment and/or active duty training, Agency officials and parent Service of Reservists.

Exemptions claimed for the system:

None.

LDIA0590

System name:

Defense Intelligence Special Career Automated System (DISCAS).

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

DoD civilian positions and employee grades GS-05 and above in the GS-0132 intelligence series, scientific and technical series and other related professional series which are assigned to an organizational component performing an intelligence function. Cryptologic personnel and those enrolled in the National Security Agency (NSA) career system are excluded.

Categories of records in the system:

Data on employment history, qualification and skills and performance appraisals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records and Department of Defense Directive 5010.10, 'Intelligence Career Development Program.'

Purpose(s):

Information is collected in order to register all eligible DoD civilian employees in the DISCAS. The information provides for verification and in some cases updates previous provided information. It is used for automatic referral for position vacancies throughout the DoD Intelligence Community and includes the individual's own (local) organization. The DISCAS forwards inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component. DISCAS will maintain files and records for historical or user research purposes such as annual reports for DoD components or management information furnished to appropriate DoD users.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on magnetic tape and manual in paper files.

Retrievability:

By name or social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are temporary. They are retained until the employee concludes his DoD intelligence career at which time they are retired to an inactive file for 1 year and then destroyed.

System manager(s) and address:

Office of Training, Defense Intelligence Agency, Washington, D.C. 20340-5194.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Source data for DISCAS is provided by the employees, the employee's supervisor and the servicing civilian personnel office.

Exemptions claimed for the system:

None.

LDIA0660

System name:

Security Files.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Military/civilian applicants and nominees to DIA; current and former DIA and Defense Attache System personnel; and other DoD-affiliated personnel under the security cognizance of DIA.

Categories of records in the system:

Records associated with personnel security functions; nomination notices, statement of personal history, indoctrination/debriefing memoranda, secrecy and non-disclosure agreements, outprocessing interviews, certificates of clearance, adjudication memoranda and supporting documentation and in-house investigations, security violations, identification badge records, retrieval indices, clearance status records, and access control records.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected regarding individuals covered by the system in order to accomplish those administrative and personnel security functions relating to initial and continued assignment/employment and eligibility for access to classified information. Information may be disclosed to other Federal agencies, state and local governments, as may have a legitimate use for such information and agree to apply appropriate safeguards to protect the data in a manner consistent with the conditions or expectations under which the information was provided, collected or obtained.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated in computer, manual in paper files, or on microform.

Retrievability:

Alphabetically by surname of individual or by social security number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records of civilian and military applicants not hired by or assigned to DIA and favorable files of employees departing DIA are maintained up to 1 year and then destroyed. Outprocessing interviews will be retained for 5 years and then destroyed. Indoctrination/debriefing memoranda and non-disclosure agreements pertaining to access to SCI informtion are retained for 70 years or until notification of the death of the signer, whichever is sooner. Files containing information which may conceivably result in litigation and non-SCI security agreements are destroyed when no longer required.

System manager(s) and address:

Chief, Office of Security, Defense Intelligence Agency, Washington, D.C. 20340-1248.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

The individual, other Federal agencies, firms contracted to the DoD and Agency officials.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5, U.S.C. 552a, subsections k(2) and k(5). For additional information see Agency rules contained in 32 CFR part 292a.

LDIA0800

System name:

Operation Record System.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Individuals involved in foreign intelligence and/or training activities conducted by the Department of Defense, who are of interest either because of the actual, apparent, or potential use.

Categories of records in the system:

Files include operational, biographic, policy, management, training, and administrative matters related to the foreign intelligence activities of the Department of Defense.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is collected to support the administration, operation, and management of foreign intelligence and/or training activities conducted by the Department of Defense. To provide information within the Department of Defense and other Federal agencies for the conduct of foreign intelligence operations and to provide staff management over foreign intelligence training conducted by the Department of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tapes and discs, microfilm and aperture cards and manual in paper files.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Master files are retained indefinitely. Temporary records are destroyed.

System manager(s) and address:

Directorate for Attaches and Operations, Defense Intelligence Agency, Washington, D.C. 20340-5339.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

DoD, other intelligence agencies, educational institutions, Federal agencies, research institutions, foreign governments and open source literature.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5, U.S.C., 552a, subsections k(2) and k(5). For additional information see Agency rules contained in 32 CFR part 292a.

LDIA0813

System name:

Bibliographic Data Index System.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Individuals who have published works of general interest to the Agency, and individuals involved in foreign intelligence activities.

Categories of records in the system:

An index of names of authors, title of published works, subject matter of writing and the location of source documents of open source literature and intelligence reports.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, as amended, the Secretary of Defense issued Department of Defense Directive 5105.21 which created the Defense Intelligence Agency as a separate agency of the Department of Defense and charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

File is used for basic reference purposes for open source and classified documents. Information is used by Agency analysts, other authorized Federal agencies and contractor personnel for research on intelligence subjects related to foreign intelligence activities. Serves as a traditional library reference service for open source literature and intelligence reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and disc, and manual in paper files and cards.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Open source literature is destroyed once material is out dated. Intelligence reports are retained for 3 years and retired to the Washington National Records Center for permanent retention. They will be offered to the National Archives when they are 40 years old.

System manager(s) and address:

Assistant Deputy Director for Technical Services and Support, Defense Intelligence Agency, Washington, D.C. 20340-3190.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

DoD, other intelligence agencies, educational institutions, Federal agencies, research institutions, foreign governments and open source literature.

Exemptions claimed for the system:

None.

LDIA0900

System name:

Accounts Receivable, Indebtedness and Claims.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Current and former active duty military personnel, current and former civilian employees, Reserve and National Guard personnel, dependents of employees and military personnel exchange officers and other individuals who may be indebted to the Defense Intelligence Agency or another Government agency or have a claim pending against the Defense Intelligence Agency.

Categories of records in the system:

Records maintained in this system include but are not limited to documentation pertaining to telephone bills; dishonored checks; reports of survey; erroneous payments; property losses and damages; administratively determined indebtednesses; losses of funds; records of travel payments, travel orders, travel vouchers, statements of nonavailability of quarters and mess, paid receipts, and certifications of payment; delinquent accounts receivable from other Federal agencies including returned checks, medical service billings and collection records; summaries of reports from investigative activities such as the military investigative services, the U.S. Secret Service of the Federal Bureau of Investigation, reports from probate courts and bankruptcy courts; credit reports, promissory notes; individual financial statements; correspondence from and to the debtor or claimant; applications for waiver of erroneous payments or for remission of indebtedness with support documentation; claims of individuals requesting additional payments with supporting documentation such as time and attendance records and leave and earning statements.

Authority for maintenance of the system:

5 U.S.C. 5512; 5 U.S.C. 5513; 5 U.S.C. 5514; 5 U.S.C. 5584; 5 U.S.C. 5705; 10 U.S.C. 2274; 10 U.S.C. 2276l; 31 U.S.C. 3322; 31 U.S.C. 3527; 31 U.S.C. 3702; 31 U.S.C. 3711; 31 U.S.C. 3716; 31 U.S.C. 3717; 31 U.S.C. 3718; 37 U.S.C. 1007; 40 U.S.C. 721-729.

Purpose(s):

Information is collected to determine eligibility for waiver of erroneous payments or additional payments for service rendered. Information is also used to support customer billings and collection of claims of the United States for money or property arising out of the activities of the Defense Intelligence Agency or other Federal agencies. Information from this system may be disclosed to credit bureaus and credit reporting activities, the Comptroller General and the General Accounting Office, the Defense Investigative Service, the Internal Revenue Service, the Federal Bureau of Investigation, U.S. Secret Service, state and local law enforcement authorities, trustees in bankruptcy and probate courts and other Federal agencies (for possible collection by offset). Disclosures may also be made to the Department of Justice for criminal prosecution, civil litigation, or investigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information. Records are stored in locked cabinets when not in use.

Retention and disposal:

Records are retained in office files through the fiscal year following the fiscal year in which final action was taken on the accounts receivable, indebtedness or claim. Records are then transferred to the Washington National Records Center where they are retained for up to 9 years and then destroyed.

System manager(s) and address:

Comptroller, Defense Intelligence Agency, Washington, D.C. 20340-3121.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: the Freedom of Information Office (RTS-1), Defense Intelligence Agency, Washington, D.C. 20340-3299. You must include in your request your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Information is obtained from DoD and other Federal financial records systems; financial, educational and medical institutions; automated system interfaces; police and investigative officers; state bureaus of motor vehicles; Internal Revenue Service; Social Security Administration; Veterans Administration; the Office of Personnel Management and commercial credit reporting agencies.

Exemptions claimed for the system:

None.

LDIA1728

System name:

Southeast Asia Operational Casualty Records.

System location:

Defense Intelligence Agency, Washington, D.C. 20340-0001.

Categories of individuals covered by the system:

Individuals identified as casualties in Southeast Asia and other persons of Department of Defense interest because of their substantive or alleged knowledge of the status of the casualties.

Categories of records in the system:

Records maintained by this system include, but are not limited to, operational and information reports, biographic records, personal statements and correspondence, interviews and media reports.

Authority for maintenance of the system:

5 U.S.C. 552a; 5 U.S.C. 5512; 5 U.S.C... 5513; 5 U.S.C. 5514; 5 U.S.C.. 5584; 5 U.S.C. 5705; 10 U.S.C. 2274; 10 U.S.C. 2776; 31 U.S.C. 3322; 31 U.S.C. 3527; 31 U.S.C. 3702; 31 U.S.C. 3711; 31 U.S.C. 3718; 37 U.S.C. 1007; 40 US.C. 721-729.

Purpose(s):

Information is collected to develop a detailed factual and viable data base concerning Southeast Asian casualties. Information in this system will be used to produce evaluated information to be provided to agencies and offices within the DoD concerned with casualty matters and to Federal agencies at the national level as background for the promulgation of national policy. Disclosures are made under the Freedom of Information Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine Uses at the beginning of DIA's listing of the record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files and automated on magnetic tape.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are maintained in a restricted access building protected by security guards and are stored in a secured vaulted work area. Records are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records in this system will be retained in office files until they are no longer needed for current/frequent use and are then retired to the Washington National Records Center. Records will be maintained there until such time as the Secretary of Defense and/or the Executive Office terminate the effort and then they will be offered to the National Archives as historical documentation.

System manager(s) and address:

Deputy Director for Operations, Plans and Training, Defense Intelligence Agency, Washington, D.C. 20340-5007.

Notification procedure:

To determine if this system of records contains information pertaining to you, submit a written request to: The Freedom of Information Office (RTS-1),Defense Intelligence Agency, Washington, D.C. 20340-3299. Your request must include your full name, current address, telephone number and social security account number or date of birth. Requests submitted on behalf of other persons must include their written, notarized authorization. Providing of the social security number under E.O. 9397 is voluntary and it will be used solely for identification purposes. Failure to provide the social security number will not affect the individual's rights.

Record access procedures:

Individuals may access records pertaining to them by writing as indicated in 'Notification Procedures', providing information specified therein.

Contesting record procedures:

DIA rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 292a and DIA Regulation 12-12.

Record source categories:

Information is obtained from DoD and Federal agencies, private citizens and organizations, resident aliens, foreign sources, and overt publications.

Exemptions claimed for the system:

None.

UNITED STATES MARINE CORPS

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Marine Corps, records are categorized by subject series. Each series has assigned a subject title, a three-letter prefix and followed by a five-digit number. For example, the systems of records containing pay data may be found in the Fiscal/Disbursing series (MFDOOOOX). The letter M stands for Marine Corps; the next two letters indicate that the records are pay related; and the following five digit number is a further breakdown of the series for identification purposes.

HOW TO USE THE INDEX GUIDE. The system of records maintained by the Marine Corps are contained within the subject series that are listed below. This list identified each series in the order they appear in this compilation. Use the list to identify subject areas of interest. Having done so, use the appropriate system identification series to locate the systems of records grouping in which you are interested.

SUBJECT SERIES	SYSTEM IDENTIFICATION SERIES
Aviation	MAAOOOOX
Fiscal/Disbursing (Matters relating to pay)	MFDOOOOX
Historical	MHDOOOOX
Installations and Logistics	MILOOOOX
Intelligence (Includes POW/MIS Files)	MINOOOOX
Judge Advocate/Legal Matters	MJAOOOOX
Miscellaneous (Admin Matters)	MMCOOOOX
Manpower/Personnel	MMNOOOOX
Training	MMTOOOOX
Reserve	MRSOOOOX
Telecommunications/Telephone Billing	MTEOOOOX

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrange those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

MAA00001

System name:

Flight Readiness Evaluation Data System (FREDS).

System location:

Addresses are in the Directory of the Department of the Navy Mailing Addresses.

Categories of individuals covered by the system:

All active Marine Corps Air Crewmembers (Naval Aviators/Naval FLight Officers and Enlisted Crewmembers).

Categories of records in the system:

File contains personal identifying information such as name, rank, social security number, organization etc., and specific information with regard to aviation qualifications.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain records on all Marine Corps air crewmembers to able Officials and employees of the Marine Corps to administer and manage air crewmember assets.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

On magnetic tape.

Retrievability:

Social security number of the individual addressed.

Safeguards:

Tapes are stored in limited access areas and handled by personnel that are properly trained in working with personal information.

Retention and disposal:

File is maintained on individual as long as he is in an active flight status, information pertaining to individual so removed is erased from tape.

System manager(s) and address:

The Commandant of the Marine Corps, Code AA, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Directory of the Department of the Navy Mailing Addresses.

Record access procedures:

Written requests from individuals should be addressed to the commanding officer of the aviation unit to which they are assigned for duty. Addresses are shown in the Directory of the Department of the Navy Mailing Addresses.

Personnel not permanently assigned to an aviation command may request information from the Commandant of the Marine Corps (Code AA), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests should include name, and social security number.

For personal visits the individual should be able to provide personal identification, such as valid military identification card, drivers license, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

The primary source is the individual, however, the individual's commanding officer or the commanding officer's designated individual fulfills certain criteria.

Exemptions claimed for the system:

None.

MAA00002

System name:

Marine Corps Aircrew Performance/Qualification Information.

System location:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

Marine Corps aeronautically designated personnel (Naval Aviators, Naval Aviators, Naval Flight Officers, and aircrew members) who have been the subject of medical qualification, flight pay entitlement, and/or Flight Status Selection Board (FSSB) correspondence.

Categories of records in the system:

The file contains information on medical qualification, flight pay entitlements, and/or FSSB correspondence and the background data addressing such correspondence.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain records on Marine Corps aeronautically designated personnel for use by Officials and employees of the Marine Corps in the administration and management of such personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

The Attorney General of the U.S. - By Officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By The Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is contained on paper records in file folders.

Retrievability:

Information is retrieved alphabetically by the last name of the individual concerned.

Safeguards:

Building containing files employs 24 hour security guards. Offices containing files are locked after working hours and personnel handling records do so only on a 'need-to-know' basis. Such personnel are trained and screened for dependability. Material that could be considered 'career-sensitive' is retained in a safe.

Retention and disposal:

Files are permanent. They are retained in active file until it is determined they are no longer required, then transferred to Marine Corps Central Files for historical deposit.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code AA)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694 1391

Record access procedures:

Written requests from the individual should be addressed to the Commandant of the Marine Corps (Code AAZ), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 and should contain the full name, social security number and signature.

For personal visits the individual should provide valid identification such as military identification card, Department of Defense building pass, drivers license, or other type identification that includes picture and signature. In the absence of such identification, the individual must provide sufficient data to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from Official reports, boards, inquiries and requests. Information is also obtained from the review of Naval Aviator/Naval Flight Officer Reporting Management System (NANFORMS) data.

Exemptions claimed for the system:

None.

MFD00001

System name:

Automated Leave and Pay System (ALPS).

System location:

Primary System - The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized System - Major Marine Corps commands

Categories of individuals covered by the system:

All Marine Corps civilian employees at major Marine Corps commands.

Categories of records in the system:

Pay and Leave Records of Marine Corps Civilian Employees.

Authority for maintenance of the system:

Title 5, U.S.Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain records required by officials and employees of the Marine Corps who administer and manage all pay and leave matters for civilian employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

The Attorney General of the U.S. - By Officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

The Internal Revenue Service - By Officials and employees of the Internal Revenue Service in connection with such matters relating to their Official duties.

State and local governmental agencies - By Officials and employees of state and local governmental agencies in connection with such matters relating to their Official duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape or disk.

Retrievability:

Employee Badge Number or SSN.

Safeguards:

Restricted access to areas where maintained.

Retention and disposal:

Permanent files.

System manager(s) and address:

The Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from the Marine Corps installation or activity to which the individual is employed.

Record access procedures:

Requests from individuals should be addressed to the commanding officer to which the individual is employed. Addresses of Marine Corps installations, activities, and organizations are listed in the Directory of the Navy Mailing Addresses. Written requests should contain full name, social security number or employee badge number, and signature of the individual concerned.

Personal visits may be made to the appropriate installation, activity or organization during the normal work week between the hours of 8:00 AM-4:30 PM. For personal visit, the individual should be able to provide valid personal identification such as employee badge, drivers license, medicare card, etc.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms provided by the employee in matters relating to his/her employment. Employment data to include time cards, standard pay increases, leave etc. provided by the employer or Official representative. Data such as tax rates, employee benefit information etc. provided by appropriate federal, state or local government agencies or their designated representatives. Information obtained from courts and attorney having to do with employee wages entitlements and benefits.

Exemptions claimed for the system:

None.

MFD00002

System name:

Primary Management Efforts (PRIME)/Operations Subsystem.

System location:

Primary System - The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized System - Major Marine Corps commands

Categories of individuals covered by the system:

All Marine Corps civilian employees and selected military personnel at major Marine Corps commands.

Categories of records in the system:

Labor Distribution Records.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain a record of the work distribution on civilian employees and certain military personnel for use by Officials and employees of the Marine Corps in the management of work distribution.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps complitation apply to this system.

The Attorney General of the U.S.- By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.-By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape or disc.

Retrievability:

Employee badge number or social security number.

Safeguards:

Restricted access to areas where maintained.

Retention and disposal:

Permanent record. Completely deleted upon termination of employee.

System manager(s) and address:

The Commandant of the Marine Corps, Code FD, Headquarters, U.S. Marine Corps, D.C. 20380

Notification procedure:

Information may be obtained from:

The Commandant of the Marine Corps (Code FD)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area code 202/694 1080

Record access procedures:

Request from individuals should be addressed to the individual's employing activity. Activity addresses are as shown in the Directory of Department of the Navy Mailing Addresses.

Written requests should contain the individual's full name, social security number, employee number (if applicable) and signature.

For personal visits, the individual should provide sufficient identification to insure the individual is the subject of the inquiry.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employing activity of the individual.

Exemptions claimed for the system:

None.

MFD00003

System name:

Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS).

System location:

Primary System - Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East 95th Street, Kansas CIty, Missouri 64197

Decentralized Segments - There are nine Satellite/Command Data Processing Installations (SDPI/CDPI) which maintain files with similar records at the following locations: SDPI 02, Marine Corps Base, Camp Lejeune, NC 28542; SDPI 03, Marine Corps Base, Camp Pendleton, CA 92055; SDPI 06, FMF Pacific, FPO San Francisco, CA 96610; SDPI 09, Headquarters U.S. Marine Corps, Washington, D.C. 20380; SDPI 11, Marine Corps Recruit Depot, Parris Island, SC 29905; SDPI 15, Marine Corps Recruit Depot, San Diego, CA 92140; CDPI 17, Marine Corps Base, Quantico, VA 22134; SDPI 27, Marine Corps Base, Camp S.D. Butler, FPO Seattle, WA 98773; First Marine Brigade, FPO San Francisco, CA 96615; SDPI 16, Marine Corps Finance Center, 1500 East 95th Street, Kansas City, MO 64197.

Categories of individuals covered by the system:

All Marine Corps military personnel on active duty for 31 days or longer, certain civilians and other service personnel who have attended formal Marine Corps schools.

Categories of records in the system:

File contains personnel and pay data which includes: Name, grade, SSN, date of birth, citizenship, marital status, home of record, dependents information, record of emergency data, enlistement contract or officer acceptance form identification, duty status, population group, sex, ethnic group, duty information, duty station/personnel assignment and unit information, security investigation, military pay record data such as information contained on the Leave and Earnings Statement which may include base pay, allowances, allotments, bond authorization, health care coverage, special pay and bonus data, Federal and State Withholding/Income Tax Data, Federal Insurance Contributions Act, Withholding Data, Serviceman's Group Life Insurance Deductions, leave account, wage and tax summaries, separation document code, test scores/information, language proficiency, military/civilian/off-duty education, training information, awards, combat tour information, aviation/pilot/flying time data, lineal precedence number, limited duty officer/warrant officer footnote, TAD data, power of attorney, moral code, conduct and proficiency marks, years in service, promotional data, weight control/military appearance data.

Authority for maintenance of the system:

Title 10 and 37, U.S. Code Section 5031 and 5201

Purpose(s):

To maintain record of pay and personnel data on Marine Corps personnel who are on active duty for 31 days or longer or certain civilian or other service personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the beginning of the published Marine Corps systems notices in the Federal Register. In addition, the following routine uses apply.

The Attorney General of the U.S. - By officials and employees of the Attorney General in connection with litigation, law enforcement or other matters under the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By The Comptroller General or any of the General Accounting Office relating to the Marine Corps.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Federal, state and local government agencies - By officials and employees of federal, state and local government through Official request for information with respect to law enforcement, investigatory procedures, criminal prosecution, civil court action and regulatory order.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency initiate criminal or civil action against an individual on behalf of the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, The Department of the Navy, or the Department of Defense.

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimoursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces, information as to last known residential or home of record address may be provided to military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the United States Government will be liable for the losses the facility may incur.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is record on magnetic records and discs, punch cards, computer printouts, microform, file folders, and other documents.

Retrievability:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Computerized and conventional indices are required to retrieve individual records from the system. Normally, all types of records are retrieved by social security number and name.

Safeguards:

Building management employs security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours but must sign in and out. Records maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to personal information is limited to authorized personnel with a need-to-know.

Access is restricted to specific applications programs, records, and files to which personnel have a specific and recorded need-to-know. Online data sets (both tape and disc) pertaining to personal information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

Retention and disposal:

Magnetic records are maintained on all military personnel and certain civilians while they are in service or employed by the service and for a period of 11 months after separation. Paper and film records are maintained for a period of 10 years after the final transaction, then they are destroyed. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U.S. Marine Corps.

System manager(s) and address:

The Commandant of the Marine Corps, Codes FD/MP, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Requests from individuals for information concerning pay related matters should be addressed to the Commandant of the Marine Corps (Code FD). Requests from individuals for information concerning personnel matters should be addressed to the Commandant of the Marine Corps (Code MP).

Requesting individual must supply full name and social security number.

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197 to obtain information on whether the system contains records pertaining to the individual.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

Record access procedures:

Information on JUMPS may be obtained from the member's local disbursing officer. Information of MMS may be obtained from the member's immediate commanding officer. Requests for information from persons no longer in service should be signed by the person requesting the information. Dates of service, social security number, and full name of requester should be printed or typed on the request. It should be sent to the Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

Contesting record procedures:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Recruiting offices, disbursing offices, administrative offices, and the individual are the principle sources of the information contained in the JUMPS/MMS record for that person.

Exemptions claimed for the system:

None.

MFD00004

System name:

Bond and Allotment (B&A) System.

System location:

Marine Corps Central Design and Programming Activity (MCCDPA), 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, Kansas City, Missouri 64197

Categories of individuals covered by the system:

The allotment contains all active allotments and limited stop history (12 months) for all active duty, retired, and Fleet Marine Corps Reserve (FMCR) members who authorized an allotment from their pay and allowances.

Categories of records in the system:

The allotment file contains allotments authorized by the Marines concerned, as provided under instructions issued by the Secretary of Defense.

The B&A automated system is made up of records which contain the following fields (data elements and data sets): Identification Number (Social Security Number (SSN)); Initials of Name (last, first, middle); Rank/Category; Last Name and Suffix; Last Pay Date; First Pay Date; Work Date; Amount; Term (in months); Account/Policy Number; Authority/Date/Remark; Bond Owner Name; Bond Owner SSN: Co-owner Beneficiary Flag; Co-owner or Beneficiary Name; Co-owner or Beneficiary SSN; Authority/Date/Remark; Name of Recipient; Street Address/Post Office Box; City and State/Country; Geographic Code (City, State/Country): Zip Code.

Authority for maintenance of the system:

Title 37, U.S. Code The authority for continuing deduction for garnishment of pay is outlined in section 459 of Pub. L. 93-647.

Purpose(s):

To provide record of payments of allotments, issuance and cancellation checks and bonds as authorized and managed by Officials and employees of the Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

To State Officials for the purpose of detecting and curtailing fraud and abuse in Federal Assistance Programs, specifically Aid to Families with Dependent Children and Food Stamps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

Retrievability:

The data contained on magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

Safeguards:

The Centralized Pay Division is locked during nonduty hours, as well as the building being under security guard protection. Files within the division are accessible only to authorized personnel.

Retention and disposal:

Magnetic records are maintained by MCCDPA on all active allotments during the life of the allotment and for a period of 12 months after the allotment has been stopped. Paper and microform files relating to the Centralized Pay Division files are disposed of as directed by the current eddition of SECNAVINST P5212.53.

System manager(s) and address:

The Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Individual requests for information should be addressed to the Marine Corps Finance Center, Centralized Pay Division (Code CPA), Kansas City, Missouri 64197.

Requests for information must contain member's SSN, name, military service number (if applicable), and any other pertinent data concerning the information desired.

A person may visit any Marine Corps disbursing office to find out if the system contains records pertaining to the individual.

For personal visits the requester must present a military identification card or copy of an Armed Forces of the United States Report of Separation from Active Duty (DD Form 214 (MC)) for separated personnel.

Record access procedures:

Information may be obtained from the Marine Corps Finance Center, Centralized Pay Division (Code CPA), 1500 East 95th Street, Kansas City, Missouri 64197. Written requests must contain name and SSN. For personal visits, valid personal identification is required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned, may be obtained from the SYSMANAGER.

Information pertaining to an individual who has active allotments is affected by unit diary input concerning name, or SSN changes, and to ensure allotments are stopped when a Marine is reported to be discharged or in a desertion status. Also, member's status codes are changed by unit diary or retired pay input when the Marine is transferred to the FMCR or Retired List.

Record source categories:

The input of data via scannable Allotment/Bond Authorizations (ABA's), terminal key station to a magnetic storage area for subsequent transmission via AUTODIN, or submission by magnetic tapes, and the computer interfaces with the Joint Uniform Military Pay System/Personnel System are the principle sources of information in the B&A automated system.

Exemptions claimed for the system:

None.

MFD00005

System name:

Retired Pay/Personnel System (RPPS).

System location:

Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East 95th Street, Kansas City, Missouri 64197.

Categories of individuals covered by the system:

Pay account folders for retired Marine Corps members, Fleet Marine Corps Reservists (FMCR), and survivors of deceased retired and FMCR members, who are entitled to retired pay retainer pay, and survivor annuities.

Categories of records in the system:

The RPPS automated system of records contains the following fields (data elements and dats sets): Retired/Retainer Date; Retainer Date; Pay Change; Information Status; Social Security Number (SSN) and Last, First, and Middle Initial (Key); Deletion Date; SSN; Retired Category Code; Members's Name; Pay Entry Base Date; Service for Pay; Active Service; Other Military Service Number (MSN); Prior MSN/SSN/KEY; Rank Code; Race Code; Sex Code; Disability Percent; Heroism Pay; Pay Table Code; Recomputation Age; Retirement Laws; Functional Account Number; Ranks; Birthdates; Pay Delete/Suspense Code; Retired Serviceman's Family Protection Pay; Reserve Retirement Credit Points; Allotments Data; Withholding Tax Data; Wage and Tax Summaries; Gross Pay; Taxable Pay; Withholding Tax; Dependency Indemnity Compensation; Pension Act of 1944 (Veterans Administration (VA) Waiver); Pension Act of 1964 (Dual Compensation G1); Retired Serviceman's Family Protection Plan; Special Handling Code (Check Delivery); Accumulated Summaries; Home Mailing Address; Check Mailing Address; Pay Distribution; Last Change Posted; Date Member Eligible to Retire; Date Arrived Continental United States Without Dependents; Primary Military Occupational Specialty; Districts; Highest Rank Held Satisfactorily; Service Prior to July 1, 1949; Service After July 1, 1949; Active Duty After Transfer to Fleet/Retired Rolls; Date Next Physical Exam(Year and Month); VA Disease Codes; Department of Defense Disease Codes; Nearest Hospital (See Table 9); Personnel Accounting Separation-Designator; Earnings Statement Flag; Disability Pay; Change of Address Flag; Last Time Processed by Update-Extractor; SSN Validation; Remarks Area; One-time Credit/Checkage; Scheduled Collection; Veterans Administration Claim Number; Tower Amendment Code; Premobilization Flag; Preassigned Monitored Command Code; Civil Reform Act of 1978 (PAYCAP).

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain pay and personnel data on retired Marine Corps personnel for use by officials and employees in the computation of retired pay, retainer pay, survivor annuity accounts, audit of accounts and response to correspondence on pay related matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

The American Red Cross and Navy Relief Society records are used by officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is stored on magnetic records, punch cards, computer printouts, microform, file folders and other documents.

Retrievability:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, converted to microform for information retrieved; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

Safeguards:

Building management employees security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours, but must sign in and out.

Retention and disposal:

Magnetic records are maintained on all persons who are eligible for retired pay, retainer pay, and survivor annuities while they are alive and for a period of 6 months after that person dies or ceases to be eligible. Paper and film records are maintained for a period of 10 years after the final transaction. Magnetic tapes delivered to the Federal Reserve Bank are returned to the Marine Corps Finance Center for disposition after direct deposits have been made to the account of the individual concerned.

System manager(s) and address:

The Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Requests from individuals for informtion should be referred to the SYSMANAGER.

Requesting individual must supply full name and SSN.

The requester may visit the Marine Corps Finance Center, 1500 95th Street, Kansas City, Missouri 64197, to obtain information on whether the system contains records pertaining to the individual.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identify.

Record access procedures:

Requests for information relative to the RPPS automated system should be signed by the person requesting the information. Dates of service, SSN, and full name of requester should be printed or typed on the request. The request should be sent to the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Documents and correspondence received from Headquarters, U.S. Marine Corps, the VA, the members, and changes in laws, etc. are the principle sources of information contained in the RPPS automated system.

Exemptions claimed for the system:

None.

MFD00007

System name:

Marine Corps Financial Records System.

System location:

Marine Corps Finance Center, Support Accounting, Settlement, and Centralized Pay Division, 1500 E. 95th Street, Kansas City, Missouri 64197

Federal Records Center, National Archives and Records Administration, 2301 East Bannister Road, Kansas City, Missouri 64131

Washington National Records Center, Washington, D.C. 20409

National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132

Marine Corps Central Design and Programming Activity, 1500 East 95th Street, Kansas City, Missouri 64131

Categories of individuals covered by the system:

Marines serving on active duty, personnel on the Marine Corps Retired List, Fleet Marine Corps Reservists, personnal discharged or separated from active duty, active and inactive Reserve personnel, deceased personnel, and Marine Corps disbursing officers concerning pay or financial matters.

Categories of records in the system:

Unit Diaries-A chronological record of daily personnel events and history of active Marine Corps activities and organized Marine Corps Reserve Units.

Substantiating Vouchers-Supporting documents to substantiate pay adjustment items entered on military pay accounts.

Military Payrolls-An accounting and record of appropriated funds disbursed for military pay by name, social security number, amount of payment, and check number or signature of member for cash payments.

Financial Returns-Travel vouchers, collection vouchers, public vouchers for services other than personal, and civilian payrolls.

Military Pay Cases of Separated Personnel-A history of individual pay accouindual pay accounts from date of entry on active duty through date of separation, including, as appropriate, replies to congressional inquiries; correspondence in connection with requests for remission and/or waiver of indebtedness; individual claims for pay and allowances including claims for travel allowances and responses thereto; records of participation in the Uniformed Services Savings Deposit Program, including personnel declared to be in a missing-in-action status; information surrounding the circumstances of a former member separated in an overpaid status, thus being indebted to the government; cases contain substantiating documents relating to Board for Correction of Naval Records, and other records to substantiate responses to all inquiries and payment or disapproval of claims.

Annual Separations Listings-An annual record of separation showing social security number, initials, type of separation, and the effective date of separation of Marines discharged, retired, transferred to the Fleet Marine Corps Reserve, an deceased.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel-Contains cumulative totals to taxable pay earned and taxes withheld, social security wages and taxes withheld.

Microfilm of Quarterly Social Security Wage Data-Contains social security number, name, and amount of wages reported to the Social Security Administration on a quarterly basis.

Microfilm of Master Allotment File-Contains information concerning the allotment status of active, retired, and Fleet Marine Corps Reserve (FMCR) members, such as start and stop dates, allotment purpose codes, money amounts, name and address of allottee.

Microfiche and Microfilm of Field and Alpha Locator- A record of personnel data of Marines on active duty, listed numerically by social security number and alphabetically name.

Microfiche of Marine Corps Officers Lineal List-A record of Marine Corps officers on active duty showing social security number, name, rank, date of rank, permanent rank, date of birth, date first commissioned, and pay entry base date.

Active Military Pay Cases-A file of each Marine on active duty containing military pay records opened semiannually prior to July 1, 1973 and related miscellaneous pay documents.

Uniformed Services Savings Deposit Accounts of Personnel Missing-in-Action - A record of deposits and withdrawals of Marine Corps personnel in a missing-in-action status containing member's name, social security number, balance of deposits, and name and address of the designated beneficiary to whom monies are disbursed.

Federal Housing Administration (FHA) Files contain social security number, name, FHA account number, due date of insurance premiums, and record of bills and payments.

U.S. Treasury Department, Internal Revenue Service Form 941c-A record effecting adjustmust of social security wages, previously reported or nonreported, containing the member's name, social security number, military pay group, period covered, and the monetary amount of adjustment.

Marine Corps Disbursing Officers Shortage Accounts-File contains accountability of losses, letters, and vouchers pertaining thereto.

Indebtedness Cases-Files contain the debtor's name, social security number, current mailing address, the reason for indebtedness and correspondence relating thereto, personal financial information provided by the debtor, receipts of payments, control book, cash record, debt ledger, collection agent's ledger, collection vouchers, provided by credit bureau reports, indebtedness record card, debt control card accountability statements, complete military pay accounts, General Accounting Office inquiries, correspondence relating to cases certified to the U.S. Department of Justice, legal notices pertaining to bankruptcy, tax certificates, and other miscellaneous substantiating records and vouchers relating to the indebtedness.

Reserve Personnel Military Pay Cases - A history of individual pay accounts of Selected Marine Corps Reserve (SMCR), Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, and Fleet Marine Corps Reserve (FMCR) personnel ordered to temporary active duty under individual duty orders, including pay accounts of personnel attending the Platoon Leaders Class. File contains pay data in support of payments made to SMCR and IMA Reservist assigned to Organized Marine Corps Reserve units containing drill reports, unit diaries, promotion warrants, certificate for performance of hazardous duty, pay adjustment authorizations, active duty for training orders, pension certificates, token payment payrolls, adjustment and consolidated final settlement payrolls, and other miscellaneous documents to substantiate payments to Reserve personnel.

Reserve Manpower Management and Pay System (REMMPS) - Microform of Master Reserve Manpower Management and Pay System File - Contains information concerning pay and personnel status of Reserve personnel. Files of pay data compiled by Reserve Pay Branch, Centralized Pay Division, in support of payments made to Organized Marine Corps Reserve units containing unit diaries, leave and earnings statements, pay adjustment authorizations, transcripts of data extraction, travel orders and vouchers, and miscellaneous documents to substantiate payments to Reserve Personnel.

Authority for maintenance of the system:

Federal Claims Collection Act of 1966, 80 Stat. 309; Debt Collection Act of 1982, Pub. L. 97-365; Title 10, U.S. Code 5031

Purpose(s):

To maintain records of all financial transactions on current or former Marine Corps personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the beginning of the published Marine Corps systems notices in the Federal Register. Additionally, the following routine use(s) apply.

To consumer reporting agencies for the purpose of allowing such agencies to prepare a commercial credit report on the debtor in accordance with the Federal Claims Act of 1966 (31 U.S.C. 952).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is recorded on magnetic records, computer printouts, microform and file folders.

Retrievability:

Data is retrieved by social security number or taxpayer identification of taxpayer, identification number of the individual.

Safeguards:

Federal Protective Security Guards. Records are maintained in areas not normally accessible to other than authorized personnel.

Retention and disposal:

Various types of records in the system are maintained at different lengths of time or indefinitely.

System manager(s) and address:

Commandant of the Marine Corps (Code FD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380; Commanding Officer, Marine Corps Finance Center, Kansas City, MO 64197; Director, Marine Corps Central Design and Programming Activity, Kansas City, MO 64131

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Same as notification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Marine Corps activities having the responsibility of collecting data and preparing reports and documents; Headquarters U.S. Marine Corps; credit unions; credit bureaus; insurance companies; courts; and financial institutions.

Exemptions claimed for the system:

None.

MFD00009

System name:

Pay Vouchers for Marine Corps Junior Reserve Officer Training Course Instructors.

System location:

All Marine Corps District Headquarters.

Categories of individuals covered by the system:

Retired Marines in the Marine Corps Junior Reserve Officer Training Course Instructor Program.

Categories of records in the system:

Files contain individual name, rank, social security number, unit to which assigned, requests for payment of salaries.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain records on Marine Corps Junior Reserve Officer Training Course Officer, administrative and fiscal personnel for evaluation and processing of payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

General Accounting Office in the execution of their Official duties in relation to inspections, investigations, and legal action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in filing cabinets.

Retrievability:

Alphabetically by last name, and school to which assigned.

Safeguards:

Access limited to Marine Corps Junior Reserve Officer Training Course, administrative and fiscal personnel required to process payment requests and payments. After working hours the office and building are locked. A guard is located in the general vicinity.

Retention and disposal:

Files are retained for three years and then destroyed.

System manager(s) and address:

Marine Corps Junior Reserve Officer Training Course Officer Marine Corps Districts.

Notification procedure:

Write or visit SYSMANAGER or Marine Corps District in which school is located. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Senior Marine Instructor of Marine Corps Junior Reserve Training Course unit to which instructor is a member.

Exemptions claimed for the system:

None.

MFD00010

System name:

Per Diem and Travel Payment System.

System location:

Primary System-Disbursing Offices, Marine Corps Posts and Stations.

Categories of individuals covered by the system:

All Marine Corps civilian and military personnel receiving travel advances or making settlement of travel claims to the local Disbursing Office.

Categories of records in the system:

Completed travel claims with documentation cross-referenced to individuals.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain records for use by Marine Corps disbursing employees in the disbursement of funds for reimbursements of official travel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts-By Officials of duty established local, state and federal courts as a resu order pertaining to matters properly within the purview of said court.

Congress of the U.S.- By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.- By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file.

Retrievability:

Employee name, social security number or badge number.

Safeguards:

Card file is maintained and used by specific clerks within travel section of the Disbursing Office. After working hours, office locked in a building with controlled access by armed guards.

Retention and disposal:

Data is maintained until individual departs the area and all travel advances have been settled.

System manager(s) and address:

Disbursing Officer.

Notification procedure:

Information may be obtained form:

Disbursing Offices, Marine Corps Posts and Station.

Record access procedures:

Signed written requests should contain the full name of the individual and social security number or badge number and addressed to the address listed under NOTIFICATION above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Travel orders and disbursing documents.

Exemptions claimed for the system:

None.

MHD00001

System name:

Biographical Files.

System location:

Reference Section (Code HDR), History & Museums Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380 and all major Marine Corps commands and districts.

Categories of individuals covered by the system:

Marine Corps General Officers and those Marines considered as being or having been newsworthy.

Categories of records in the system:

File contains biographical sketches, press releases and media clippings.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain a professional summary or sketch of Marine Corps General Officers and newsworthy Marines.

The Blanket Routine Uses that appear at the beginning at the Marine Corps compilation apply to this system.

Courts-By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S.- By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.- By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Officer relating to the Marine Corps.

Historical researchers - To determine accuracy of facts and provide background for correspondence and studies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfiche, and photographs.

Retrievability:

Filed alphabetically by last name of subject.

Safeguards:

Building employs security guards. Files within a vault accessible only authorized personnel who are screened and registered prior to being granted access.

Retention and disposal:

Files are permanent.

System manager(s) and address:

The Commandant of the Marine Corps, Code HD, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code HDR), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Written requests for information should contain the full name of the individual.

For personal visits the individual should be able to provide some acceptable identification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Newspaper, magazines, Marine Corps press releases and biographical sketches.

Exemptions claimed for the system:

None.

MHD00006

System name:

Register/Lineal Lists.

System location:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

Lists of all active duty and retired officers from 1800 to present.

Categories of records in the system:

Bound volume of listings which include individual's name, rank.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a list of all members who served in the Marine Corps from 1800 to present for use in the administration of official duties of Officials and employees of the Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Historical Researchers - To determine authority of dates names and ranks of personnel.

Courts-By Officials of duty established local, state and federal courts as result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S.-By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of files.

The Comptroller General of the U.S.-By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Bound volumes retained in library.

Retrievability:

Yearly volume listed alphabetically within ranks.

Safeguards:

Building employs security guards. Files within a vault accessible only to authorized personnel who are screened and registered prior to being granted access.

Retention and disposal:

Files are permanent.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code HD)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380

Record access procedures:

Requests form individuals should be addressed to: The Commandant of the Marine Corps (Code HDR), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Written requests for information should contain the full name of the individual.

For personal visits the individual should be able to provide some acceptable identification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Internal publication.

Exemptions claimed for the system:

None.

MIL00001

System name:

Assignment and Occupancy of Family House Records.

System location:

System is organizationally decentralized. Records are maintained at Marine Corps Installations with family housing.

Categories of individuals covered by the system:

File contains Individual's application, assignment to and occupancy history of family housing. Records include, but are not limited to information from the Manpower Management System and the Joint Uniform Military Pay System.

Categories of records in the system:

File contains individual's application and assignment to and occupancy history of family housing.

Authority for maintenance of the system:

Title 5, U.S. Code 301

Purpose(s):

To provide a record of the type of quarters and the individuals assigned to quarters for use in the management and administration of such quarters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the head of the published Marine Corps systems notices in the Federal Register. Additionally, the routine uses apply.

School Districts - By Officials of school district boards of education in performance of their duties under local and/or state compulsory education laws.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and on file cards.

Retrievability:

Filed alphabetically by last name of housing occupant and in order of position on waiting list.

Safeguards:

Records are maintained in areas accessible only to authorized personnel; waiting lists are maintained for public inspection.

Retention and disposal:

Records are permanent. They are retained in active file during time that personnel are residing the quarters, retained in a quarters record jacket after termination of occupancy.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, (Code LF), Washington, D. C. 20380

Notification procedure:

Information may be obtained from: The Commanding Officer of the Marine Corps installation from which family housing has been requested, assigned or vacated. Mailing addresses are as shown in the Navy Standard Distribution List (OPNAV P09B3-107).

Record access procedures:

Requests for information from individuals should be addressed to the Commanding Officer of the Marine Corps installation(s) at which the individual applied for or occupied family housing. Such requests should include name, social security number, quarters number if known, and dates of period addressed in the inquiry. Installation addresses are as reported by the Navy Standard Distribution List.

Personal visits may be made to the installation in question any normal work day between 8:00 AM-4:30 PM. For personal visits the individual should be able to provide valid personal identification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application from individual seeking family housing, Marine Corps Manpower Management System; Joint Uniform Military Pay System.

Exemptions claimed for the system:

None.

MIL00002

System name:

Unaccompanied Personnel Housing Registration System.

System location:

Each Unaccompanied Officer Personnel/Staff Unaccompanied Enlisted Personnel Housing (UOPH/Staff UEPH) assigned registration responsibilities.

Categories of individuals covered by the system:

Military and civilian personnel who are current and former residents of UOPH and Staff UEPH.

Categories of records in the system:

Contains personal identifying information, arrival/departure dates; type of orders; monetary allowance information; UOPH/Staff UEPH room identification.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide adequate records for use by Officials and employees of the Marine Corps in the management of bachelor housing.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper cards, file folders, status boards, etc.

Retrievability:

Alphabetically by name and social security number.

Safeguards:

Stored in locked office during nonworking hours or when office is not manned. Access on a need-to-know basis only for official purposes.

Retention and disposal:

Retained for four years; then destroyed.

System manager(s) and address:

Decentralized. The local commander is responsible for management of UOPH and staff UEPH.

Notification procedure:

Requests shall be addressed to the SYSMANAGER. Requester must be able to provide appropriate identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

Rules for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

UOPH/Staff UEPH office personnel and information form individual who fills out registration card.

Exemptions claimed for the system:

None.

MIL00003

System name:

Laundry Charge Accounts Records.

System location:

Marine Corps activities with laundry facilities.

Categories of individuals covered by the system:

Individuals who have applied for laundry charge accounts.

Categories of records in the system:

Name, rank, unit, social security number, quarters address and telephone number, date and ticket number of laundry service and amount charged.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of laundry charge accounts for use in the management of laundry facilities at Marine Corps activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compliation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders.

Retrievability:

By name.

Safeguards:

Records are maintained in locked filing cabinets within locked offices of building. Records are accessible only to persons whose performance require it.

Retention and disposal:

Five years and then destroyed.

System manager(s) and address:

Decentralized. Laundry charge accounts managed under the Commanding General of each activity which has a laundry.

Notification procedure:

Correspondence pertaining to records maintained by laundry. Contact the Commanding General of the Marine Corps activity in question.

Record access procedures:

Information may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.

MIL00004

System name:

Personal Property Program.

System location:

All Marine Corps Bases and Federal Records Centers

Categories of individuals covered by the system:

All military personnel having shipped or stored personal property or privately owned automobiles.

Categories of records in the system:

File contains individual's applications for shipment and/or storage, related shipping documents and records of delivery and payment.

DD 619 (Statement of Accessorial Services Performed)
DD 828 (Motor Vehicle Shipment Application)
DD 1100 (Household Goods Storage)
DD 1101 (Household Goods Storage Information)
DD 1252 (Owner's U.S. Customs Declaration and Entry and Inspecting Officer's Certificate)
DD 1299 (Application for shipment and/or storage of Personal Property)
DD 1671 (Reweight of Household Goods)
DD 1780 (Report of Carrier Services Personal Property Shipment)
DD 1781 (Property Owners Report on Carriers Report)
DD 1797 (Personal Property Counseling Checklist)
DD 1799 (Member's Report on Carrier Performance-Mobile Homes)
DD 1800 (Mobile Home Shipment Inspection at Destination)
DD 1841 (Schedule of Property Damages)
DD 1842 (Claim for Personal Property against the United States)
DD 1845 (Demand on Carrier/Contractor)

Authority for maintenance of the system:

Title 10, U.S. Code 5031

Purpose(s):

To provide a record of shipment and storage of personal property for management and payment of personal property claims by officials and employees of the Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of member.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly cleared and trained.

Retention and disposal:

Records on international shipments of household goods moved via freight forwarders are retained for 6 years after the period covered by the account and then destroyed. All other household goods records are destroyed when 3 years old.

System manager(s) and address:

Assistant Secretary of Defense (Installations and Logistics) (ASD(I&L)), Washington, D.C.

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code LFS-2)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: 224-1067

Record access procedures:

Request from individuals should be addressed to the Commandant of the Marine Corps (LFS-2), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests for information should contain the full name of individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research note/documents from records custodians.

Exemptions claimed for the system:

None.

MIL00005

System name:

Passenger Transportation Program.

System location:

All Marine Corps Bases.

Categories of individuals covered by the system:

Military personnel and their dependents, DOD civilian employees and their dependents, and other individuals furnished transportation via commercial transportation resources and Department of Defense single manager transportation resources.

Categories of records in the system:

File contains copies of passenger transportation procurement documents issued, copies of official travel orders supporting the issuances, applications for transportation of dependents, port call requests and confirmations; copies of endorsements to orders indicating transportation issuances; requests and authorizations for space available MAC transportation.

SF 1169 United States of America Transportation Request
DD 652 Uniformed Services Meal Ticket
DD 884 Application for Transportation for Dependents
DD 1287 Request for Commercial Transportation
DD 1341 Report of Commercial Carrier Passenger Service
DD 1482 Military Airlift Command (MAC) Transportation Authorization

Authority for maintenance of the system:

Title 10, U.S. Code 5031

Purpose(s):

To provide a record of oatatioer transportation for use in the coordination and payment of passenger transportation charges by commercial and Military Airlift Command resources.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Passenger Transportation Procurement documents filed by serial number preprinted on the documents.

Other documents filed in alphabetical order by last name of member.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly cleared and trained.

Retention and disposal:

Copies of transportation documents held by issuing office for period of 4 years, after which they are destroyed. Other records retained in active files until the end of the calender year in which transportation was effected and held additionally in inactive file for two years, then they are destroyed.

System manager(s) and address:

Commander, Military Traffic Management Command, Washington, D.C. (Travel via commercial transportation within CONUS)

Commander, Military Airlift Command, Scott AFB, IL (International travel via DOD owned and controlled airlift)

Notification procedure:

Information may be obtained from:

Commandant of the Marine Corps (Code LFS-2)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: 224 1781

Record access procedures:

Request from individuals should be addressed to the Commandant of the Marine Corps (Code LFS-2), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information relating to commercial transportation furnished or Military Airlift Command (MAC) transportation arrangements on a space required or space available basis.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting access, notification of personal clearance from the SYSMANAGER research notes/documents from records custodians.

Exemptions claimed for the system:

None.

MIL00006

System name:

Dealer's Record of Sale of Rifle or Pistol, State of California.

System location:

Each Marine Corps Activity in California.

Categories of individuals covered by the system:

Authorized Marine Corps Exchange patrons who purchase a rifle or pistol from the Exchange.

Categories of records in the system:

Individual identifying information including height, weight, color of hair and eyes, if purchaser is a citizen, if the purchaser has been convicted of a felony, or if the purchaser is addicted to use of narcotics, the individual's occupation, and descent.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of rifle and pistol sales made by Marine Corps Exchanges in California as required by the State of California.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders.

Retrievability:

By name.

Safeguards:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to authorized personnel only.

Retention and disposal:

Records are maintained for five years and then destroyed.

System manager(s) and address:

Decentralized. System managed by local commanders.

Notification procedure:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

Record access procedures:

Information may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.

MIL00011

System name:

Marine Corps Exchange Vendor Directory.

System location:

All Marine Corps commands which operate a Marine Corps Exchange.

Categories of individuals covered by the system:

All vendor's names and addresses actively engaged in business with the local exchange.

Categories of records in the system:

File contains vendor names and addresses; freight information, delivery and discount terms for remittance and payment.

Authority for maintenance of the system:

Title 10, U.S. Code 7601

Purpose(s):

To provide a record of vendors for use by Marine Corps Exchange officials for ordering, freight and delivery information, discount terms, billing and remittance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Mechanized print-outs and computer discettes.

Retrievability:

Filed in computer and/or discettes by permanently assigned 6 digit file numbers.

Safeguards:

Records are maintained in areas accessible only authorized personnel on a need-to-know basis.

Retention and disposal:

Records are permanent; updated as necessary. Held until vendor is no longer actively engaged in business with Exchange, then record is eliminated and/or cleaned off discette.

System manager(s) and address:

Decentralized system managed by local commanders. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

Record access procedures:

Information may be obtained by contacting SYSMANAGER. Requests should contain the full name of the requester and the basis of the request.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained by contacting the SYSMANAGER.

Record source categories:

Notification from applicable vendors, correspondence and agreements originating between vendor and Exchange Procurement Activity.

Exemptions claimed for the system:

None.

MIL00012

System name:

Licensing Procedures For Military Motor Vehicles.

System location:

All Marine Corps motor vehicle licensing facilities.

Categories of individuals covered by the system:

Military and DOD civilian employees required to operate a government-owned or controlled motor vehicle including nonappropriated fund vehicles.

Categories of records in the system:

Files contain information on each individual's driving experience, who applies for a Government Operators Permit to include traffic accidents involved in, any refusal, suspension or revocation of State Operator's License, all violations of traffic regulations (other than overtime parking) for which he has been found quilty, misrepresentation or failure to report these, and results of physical examinations.

DD Form 1360 - Operators Qualifications and Record of Licensing, Examination and Performance
NAVFAC 9-11240/11 - Checklist and Scoresheet for Road Test in Traffic
SF 46 - U.S. Government Motor Vehicle Operator's Identification Card
DOT Form HS 1047 - Request For Search of National Drivers Register
DOT Form 1054 - Report of Inquiry Searched

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of Marine Corps personnel driver qualifications for use by Marine Corps officials and employees in issuing military motor vehicle identification cards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed in alphabetical order by last name of applicant.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Copies are normally held for 3 years and are then destroyed.

System manager(s) and address:

Deputy Chief of Staff for Installations and Logistics, Headquarters, U.S. Marine Corps, Washington, D. C. Decentralized system managed by local commands

Notification procedure:

Information may be obtained from:
Headquarters, U.S. Marine Corps (Code LME)
Room 400, Commonwealth Building
Arlington, VA 22209
Area Code 202/695-3460

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Record access procedures:

Requests from individual should be addressed to the Commandant of the Marine Corps (Code LME), Headquarters, U.S. Marine Corps, Washington, D.C. 20380; SYSMANAGER of activity concerned.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual information is taken from NAVMC 10964, Licensing Application, civil authorities, Provost Marshal's office, service record, organization commanders.

Exemptions claimed for the system:

None.

MIL00013

System name:

Individual Uniform Clothing Records.

System location:

All Marine Corps activities, but records limited to individuals having received clothing through that activity.

Categories of individuals covered by the system:

Personnel of the Marine Corps, Marine Corps Reserve, Navy Corpsmen authorized to wear Marine uniforms, candidates of officer procurement programs of the Marine Corps (including Marine option NROTC), former Marines authorized to purchase Marine Corps uniforms Marine Corps clothing stocks.

Categories of records in the system:

Files contain listings of individual uniform clothing issued in-kind and clothing sold to individuals on a cash basis, mail-order basis or pay checkage basis.

NAVMC 604 - Individual Clothing Requisition and Issue Slip (Men's)
NAVMC 604b - Individual Clothing Requisition and Issue Slip (Women's)
NAVMC 604a - Transmittal of Clothing Issue Slips
NAVMC 10710 - Men's Individual Clothing Request
NAVMC 10711 - Women's Individual Clothing Request
NAVMC 631 - Individual Clothing Record (Men's)
NAVMC 631a - Individual Clothing Record (Women's)
DD Form 358 - Special Measurement Blank - Clothing - (Men's)
DD Form 1111 - Armed Forces Measurement Blank - Special Sized/Clothing-(Women's)
DD Form 150 - Special Measurement Blank for Measurement/Orthopedic Boots and Shoes
DD Form 1348 - DoD Single Line Item Requisition System Document (Manual)
SF 344 - GSA Multi-use Standard Requisitioning/Issue System Document
Naval messages/speedletters when used in lieu of routine MILSTRIP procedures.

Authority for maintenance of the system:

Executive Order 10113 of February 24, 1950.

Purpose(s):

To provide a record of clothing issued or sold from Marine Corps stocks to personnel for use in the management of stock by Officials and employees of the Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

May be filed for retrieval by either name or SSN, or when used as a substantiating document for issues/sales at a retail clothing outlet, files are primarily in transaction document number sequence.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Three years when used to substantiate issues under the Clothing Monetary Allowance System.

As required when used to substantiate financial/pay checkage transactions.

Until individual uniform clothing items issued in kind to members of the Marine Corps Reserve are recovered upon separation.

Three years following detachment from duty for which an issue of supplementary uniforms was authorized.

System manager(s) and address:

Decentralized system - managed by local command.

Notification procedure:

Information may be obtained from:

Commandant of the Marine Corps (Code LMP)
Room 378, Commonwealth Building
Arlington, Virginia 22209
Telephone Area Code: 202/694/1775

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Information required from requester:

Full name
SSN
Military status
Current address
Specifics of information desired

Record access procedures:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code LMP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual information, Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS).

Exemptions claimed for the system:

None.

MIL00014

System name:

Exchange Privilege Authorization Log.

System location:

Organized Marine Corps Reserve Units.

Categories of individuals covered by the system:

Any member of the Organized Marine Corps Reserve unit who becomes eligible for exchange privileges as a result of attending drills with that unit in accordance with current regulations.

Categories of records in the system:

Log contains a list by name of individuals who are issued exchange privilege authorization letters. The list is maintained on a quarterly basis.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of personnel authorized to use exchanges for use in the management and administration of the exchanges by Commanding Officers and Inspector-Instructor of Reserve units.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper bound log book on paper - letters issued to individual Reserves.

Retrievability:

Alphabetically by last name for each fiscal quarter. Personnel who join during the quarter are added to the list as they become eligible for exchange privileges.

Safeguards:

The log is maintained in an area accessible only to authorized personnel. This area is locked during non-working hours. A guard is located in the general vicinity.

Retention and disposal:

The log will be destroyed one year from the end of the calendar year for which entries are made.

System manager(s) and address:

Inspector-Instructor of Organized Marine Corps Reserve unit.

Notification procedure:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Monthly drill attendance records of Organized Marine Corps Reserve unit.

Exemptions claimed for the system:

None.

MIL00015

System name:

Housing Referral Services Records System.

System location:

All Marine Corps installations with housing referral offices.

Categories of individuals covered by the system:

All military personnel reporting to an installation who will be residing off base desirous of seeking off base housing.

Categories of records in the system:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address, housing needs, e.g. rental/sale, number of bedrooms, furnished/unfurnished, price range etc., number of dependents, male or female, and age. A list of housing referral services provided and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms, media through which housing was found, e.g., housing referral, realtor, newspaper, etc., and satisfaction with selection, e.g,. too small, too far, discrimination encountered, and satisfaction with housing referral services provided.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide data used by Marine Corps Officials and employees in assisting and counseling individuals in locating suitable housing off base, for follow-up action when written notification is not provided by individuals as to ultimate housing locations, and to maintain record of availability of rental units and follow-up action regarding tenant/landlard compliants.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral offices use data to assist and counsel individuals in locating suitable housing off base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing, used for purposes of reporting statistics on field activity housing referral services, used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders, and follow-up regarding tenant/landlord complaints.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

By individual's name.

Safeguards:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request have access to all such data.

Retention and disposal:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

System manager(s) and address:

Commandant of the Marine Corps (Code LFF-3), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Records are maintained by housing referral offices at the Marine Corps activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identity (ID card).

Record access procedures:

The agency's rules for access to records may be obtained from installation family housing office.

Contesting record procedures:

The agency's rules for contesting and appealing initial determinations by the individual may be obtained from the installation family housing office.

Record source categories:

Data collected from each applicable individual.

Exemptions claimed for the system:

None.

MIL00016

System name:

Depot Maintenance Management Subsystem (DMMS).

System location:

Marine Corps Logistics Support Base, Albany, Georgia 31704
Marine Corps Logistics Support Base, Barstow, California 92311

Categories of individuals covered by the system:

Any military or civilian employee of USMC Depot Maintenance Activities.

Categories of records in the system:

System contains individual's Personal History File, Labor Distribution Reports, Time and Attendance Reports and Payroll Reports.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record for payroll support and cost accounting for use by Marine Corps officials and employees in monitoring labor distribution.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S.-The Senate or House of Representatives of the U.S. or any committee or subcommittee thereof; any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

Treasury Department-To Officials and employees of the Treasury Department on matters relating to pay as required in the performance of their official duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs, computer paper printouts and microfiche.

Retrievability:

Filed by employee badge number.

Safeguards:

Buildings have security personnel. Records are maintained in areas accessible to authorized personnel that are properly screened.

Retention and disposal:

Records are maintained until end of calendar year in which employee has worked. At the end of one year, the computer magnetic tapes and discs are erased and paper printouts are destroyed by shredding. Microfiche is destroyed by burning.

System manager(s) and address:

Commandant of the Marine Corps (Code LMM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380
CG, Marine Corps Logistics Support Base, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Barstow, California 93211

Notification procedure:

Information may be obtaiion may be obtained from:

Commandant of the Marine Corps (Code LMM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380
CG, Marine Corps Logistics Support Base, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Barstow, California 92311

Record access procedures:

Requests from individuals should be addressed to the Commanding General, Marine Corps Logistics Support Base, Albany, Georgia 31704 or Commanding General, Marine Corps Logistics Support Base, Barstow, California 92311

Written requests for information should contain the full name of the individual, current address, telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, social security card, etc.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Automated system interfaces.

Application and related forms from the individual requesting employment.

Exemptions claimed for the system:

None.

MIL00017

System name:

Transportation Data Financial Management System (TDFMS).

System location:

Commanding General (Code A470), Marine Corps Logistics Support Base, Albany, Georgia 31704

Categories of individuals covered by the system:

All Marine Corps active duty, reserve, retired personnel, federal Civil Service employees of the Marine Corps and their dependents.

Categories of records in the system:

The TDFMS Master Files consist of a complete automated record for all Marine Corps active duty, reserve and retired personnel, federal Civil Service employees of the Marine Corps and their dependents concerning the movement of household goods, personal effects and passenger or personnel transportation by rail, bus, air or other means involving expenditures of Marine Corps funds.

Authority for maintenance of the system:

Title 37, U.S. Code Title 10, U.S. Code 5031

Purpose(s):

To provide a record for analysis and research for budget forecasting, certification and expenditure of Marine Corps funds and identification of movement of material by weight for payment of transportation charges on personal property and personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By Officials of duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - The Senate or the House of Representatives of the U.S. or any subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs, computer printouts, microfiche and microfilm.

Retrievability:

Information is accessed and retrieved by name, social security number, etc. Conventional and computerized indices are required to retrieve individual records from the system.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Records are maintained until statute of limitation has expired and/or litigation is concluded.

System manager(s) and address:

The Commandant of the Marine Corps (Code LFS), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from:
Commanding General (Code A470)
Marine Corps Logistics Support Base
Albany, Georgia 31704
Telephone: Area Code 912/439-5674/5675/5676/5677

Record access procedures:

Written requests from individuals should be addressed to the address listed under the heading LOCATION.

Written requests for information should contain social security number, full name and current address, Government Bill of Lading number (if known), date of shipment or move of household goods.

For personal visits, the individual should be able to provide positive personal identification, such as valid military identification card, drivers license, etc.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Government and commercial carriers.
Installation Transporation Officers.
Authorized order writing activities.
Paying or disbursing officers.
Marine Corps Manpower Management System.

Exemptions claimed for the system:

None.

MIL00018

System name:

Organization Clothing Control File.

System location:

Depot Property Control Branch, Marine Corps Recruit Depots.

Categories of individuals covered by the system:

Drill Instructors, Marksmanship Instructors, Women Marine Special Subject Instructors and Band members.

Categories of records in the system:

Combined Individual Clothing Requisition and Issue Slip, NAVMC 604 Form.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain records of organizational clothing issued to authorized personnel until items have been returned.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of Marine concerned.

Safeguards:

Records are maintained in filing cabinet in a locked building.

Retention and disposal:

Records are maintained until items of organizational clothing are returned.

System manager(s) and address:

Commanding General, Marine Corps Recruit Depots.

Notification procedure:

Information may be obtained from:
Depot Supply Officer
Depot Service and Supply Department
Marine Corps Recruit Depot
Parris Island, South Carolina 29905 or San Diego, California 92140

Record access procedures:

Requests from individuals should be addressed to: Depot Supply Officer, Depot Services and Supply Department, Marine Corps Recruit Depot, Parris Island, SC 29905 or San Diego, CA 92140.

Written requests for information should contain the full name, social security number and current address of the individual concerned.

For personal visits, the individual should be able to provide a military identification card.

Contesting record procedures:

The Depot's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Provided by the authorized individual's request NAVMC 604 to be issued items of Organizational Clothing.

Exemptions claimed for the system:

None.

MIL00019

System name:

Equipment and Weapons Receipt or Custody Files.

System location:

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that issue said equipment or weapons.

Categories of individuals covered by the system:

System contains name, rank, social security number, unit address, and date.

Categories of records in the system:

This file contains name, rank, social security number, itemized list of equipment issued, date issued, and possibly unit and section/Department to which assigned.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of individuals who have government property in their possession for use in the management of that property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in binder, file folder, box, vertical card file, or index cards.

Retrievability:

Records are filed alphabetically by name.

Safeguards:

After working hours, the office and building are locked. A guard is located in the general vicinity.

Retention and disposal:

These records are destroyed upon the return of the property listed.

System manager(s) and address:

Commanding officer of the activity.

Notification procedure:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is entered by visual certification of property, issued and identification presented by individual.

Exemptions claimed for the system:

None.

MIL00021

System name:

Working Files, Division Supply Sections and Wing Supply Sections.

System location:

Division Supply Section, Regiments, Battalions, Separate Companies

Wing Supply Sections, Groups, Separate Squadrons

Categories of individuals covered by the system:

Personnel responsible for government property, reimbursing government for damages/loss of property.

Categories of records in the system:

Equipment Custody Records (ECR) - This file contains the date, voucher number, remarks, quantity, signature, control number, description and unit.

Memorandum Receipt for Individual/Garrison Equipment (IMR) - This file includes the name, grade, SSN, date, organization, signature and unit.

Memorandum Receipt for Individual Weapons and Accessories - This file includes the name, grade, SSN, organization, signature and unit.

Personal Effects Log - This file includes the date, name, SSN, grade and signature.

Letter of Appointment/Authorization - These files include the date, name, grade, SSN, description of duties/authorizations and sample signature.

Voucher Files - Cash Collection - This file includes the name, grade, SSN, unit, description of sales and signature.

Voucher Files - Investigations - This file includes the name, grade, SSN of investigating officer, subject, serial number, date investigation received, date sent to unit for correction (if applicable), due date to be returned and remarks. File also contains a copy of the investigation.

Special Order Clothing - This file includes the name, rank, SSN, msg number, individual unit, and remarks regarding receipt of clothing.

Base Property Log - Contains a list of names of personnel who have lost and paid for government property.

Serialized Blank Forms Register - Contains a listing of personnel by name who issue/receive serialized blank forms.

Quarterly Inventory of Sets, Chests and Kits - Contains a file of inventories made on contents of sets, chests and kits including the name, rank and SSN of the individual inventorying property.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record, by units, of supplies, property and responsible property management personnel for maintenance and accountability of government property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

ECR - Vertical file cards.

IMR; Individual Weapons and Accessories, Special Clothing - card file.

Personal Effects; Investigation; Base Property Log; Serialized Blank Forms Register-Log Book.

Letters of Appointment/Authorization; Voucher Files, investigations; Quarterly inventories of Sets, Chests and Kits - paper records in file folders.

Retrievability:

ECR - filed by unit or responsible officer.

IMR; Individual Weapons and Accessories; Special Clothing - filed alphabetically by name.

Personal Effects, Investigation Log; Letter of Appointment/Authorization; Voucher Files; Base Property Log; Serialized Blank Form Register; Quarterly Inventory of Sets, Chests and Kits - as it occurs by name.

Safeguards:

IMR; Individual Weapons and Accessories Records - maintained in secured area within armories accessible only to personnel authorized to be in the area.

ECR; Personal Effects Log; Letters of Authority; Voucher Files; Investigations; Special Clothing; Base Property Log; Serialized Blank Forms Register; Quarterly Inventory of Sets, Chests and Kits - Personnel within supply/S-4 sections authorized access, no special safeguard implemented.

Retention and disposal:

ECR; IMR; Weapons Custody Records; Special Clothing retain until accountable balance is zero.

Personal Effects Log; Quarterly Inventory of Sets, Chests and Kits - one year.

Letters of Appointment/Authorization - five (5) years.

Voucher Files; Investigation Log; Base Property Log; Serialized Blank Forms - two years.

All files may be destroyed after being maintained the required timeframe.

Investigations - Two years after the end of the fiscal year in which the investigation was completed.

System manager(s) and address:

Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. See Directory of Department of the Navy Activities for mailing address.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

Rules for access may be obtained from SYSMANAGER.

Written requests for information should contain the full name, grade and SSN of the individual as well as the unit to which he is/was attached which would reflect information pertaining to him.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual and/or individual's SRB or OQR or other listing unit may have which contains required information.

Incoming messages for Special Order Clothing.

Base Locator.

Completed investigations submitted.

Exemptions claimed for the system:

None.

MIL00022

System name:

Delinquent Clothing Alteration List.

System location:

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that alter clothing.

Categories of individuals covered by the system:

List of personnel who have failed to pick up altered clothing.

Categories of records in the system:

Contains an alphabetical listing of personnel who have failed to pick up clothing which has been altered for them.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of personnel who have altered uniforms ready for pick up for use by the Clothing Branch Officer in notifying personnel of such delinquent pick up.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards/file folders.

Retrievability:

Alphabetical by unit assigned.

Safeguards:

After working hours, the office and building are locked. Guards are located in the general vicinity.

Retention and disposal:

Maintained for two years, then destroyed.

System manager(s) and address:

Clothing officer of the activity concerned.

Notification procedure:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B3-107).

Record access procedures:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number. Personal visits may be made to the installation in question.

Contesting record procedures:

The Marine Corps rules appealing may be obtained from the SYSMANAGER.

Record source categories:

Cards filled out by personnel when leaving clothing for alteration.

Exemptions claimed for the system:

None.

MIN00001

System name:

Personnel Security Eligibility and Access Information System.

System location:

Primary system - Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Secondary system - Local activity to which individual is assigned (See list of Marine Corps Activities, MCO P5400.6).

Categories of individuals covered by the system:

Members of the U.S. Marine Corps and Marine Corps Reserve, former members, applicants for enlistment or commissioning, Marine Corps civilian employees, and individuals whose status or position effects the security, order, or discipline of the Marine Corps.

Categories of records in the system:

Files contain reports of personnel security investigations, criminal investigations, counterintelligence investigations, correspondence, records and information pertinent to an individual's acceptance and retention, personnel security clearance and access, assignment to personnel reliability programs and other high risk or compartmented information programs requiring personnel quality control.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of individuals eligible for assignment to personnel reliability programs and other high risk or compartmental information programs requiring personnel quality control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

State and local government agencies in the performance of their official duties.

Officials and employees of other agencies of the Executive Branch of the government, upon request, in the performance of their Official duties.

Senate or the House of Representatives of the United States or any committee or subcommittee thereof, requiring disclosure of the files or records of individuals covered by this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards. Some information is contained in automated files or on computer tapes.

Retrievability:

Filed alphabetically by last name of individual or by social security number.

Safeguards:

Stored in locked safes or cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

Retention and disposal:

Records and portions thereof vary in period of time retained. Records are retained and disposed of in accordance with Department regulations.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized system managed by local command,

Notification procedure:

Requests by correspondence should be address to Commandant of the Marine Corps (ATTN: Privacy Act Coordinator), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 or in the list of Marine Corps activities. The letter should contain full name, social security number, status, address and notarized signature of the requester. The individual may visit Headquarters, U.S. Marine Corps Arlington Annex, (FOB #2), Washington, D.C. for assistance with records located in that building or any Marine Corps activity for access to locally maintained records. Prior written notification of personal visits are required to ensure that all parts of the records will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card, driver's license or similar picture-bearing identification.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the U.S. Marine Corps, Departments of the Navy and Defense and other departments and agencies of the Executive Branch of government, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority. Civilian and military investigative reports. Federal, state, and local court documents. Fingerprint cards. Official correspondence concerning individual.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5, U.S. Code 552a (k)(2), (3), and (5) as applicable. For additional information contact the SYSMANAGER.

MIN00002

System name:

POW/MIA Intelligence Analysis and Debrief Files.

System location:

Primary system - Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Major Marine Corps commands maintain derivative files.

Categories of individuals covered by the system:

Members of the U.S. Marine Corps or Marine Corps Reserve either currently or previous prisoner of war (POW), detained by hostile forces or declared missing in action (MIA).

Categories of records in the system:

Narrative of loss incident; investigations regarding loss incident; casualty reports intelligence reports possible identifying subject; articles, statements, lists and photographs published in world news media or broadcast over hostile public radio; portions of official debriefings or debriefing summaries; and analytical evaluations of information contained in file.

Authority for maintenance of the system:

Title 5, U.S. Code 301 Departmental Regulations; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of information collected on individuals classified as prisoners of war or missing in action until their return to military control or otherwise change of status.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Senate or the House of Representatives of the United States or any committees or subcommittees thereof, requiring disclosure of the files or records of individuals connected with this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; photographs, film and tape recordings.

Retrievability:

Filed alphabetically by last name of the individual.

Safeguards:

Secured in GSA approved security containers within locked office spaces. Access is granted only to those authorized persons who are properly cleared and having a need-to-know.

Retention and disposal:

Records maintained within Marine Corps Intelligence Division as long as individual's status remains POW/MIA. Record is retired to Marine Corps Historical Division two years after return to U. S. control or when status is changed to KIA/KIA-BNR.

System manager(s) and address:

Commandant of the Marine Corps, Code INTC, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

Rules for access may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Other records of the activity; investigators; witnesses; correspondents; intelligence reports from the services, Defense Intelligence Agency, Central Intelligence Agency, State Department and other government agencies; Foreign Broadcast Information Service; newspapers; magazines; television; radio; and movies.

Exemptions claimed for the system:

None.

MJA00001

System name:

Business Complaint File.

System location:

Legal office or Office of the Staff Judge Advocate at all Marine Corps activities.

Categories of individuals covered by the system:

Businesses which have generated complaints by clients at Legal Assistance Office.

Categories of records in the system:

Affidavits of individuals involved in incidents which give rise to such complaints.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of business complaints for use in resolution of problems by legal assistance officers or for forwarding to the appropriate attorney general's office and/or Armed Forces Disciplinary Control Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Legal Assistance Officers to resolve problem locally or forwarded to the appropriate attorney general's office and/or Armed Forces Disciplinary Control Board as appropriate for settlement of complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Arranged by type of business and alphabetically by name of the business within types. Requires conventional indices for retrievability.

Safeguards:

Maintained in locked building.

Retention and disposal:

Maintained so long as file is active, or two years if inactive. Not transferred. Destroyed by discard in military trash system.

System manager(s) and address:

Staff Judge Advocate/legal officer of the local Marine Corps activity concerned.

Notification procedure:

Requests for information should be addressed to the Systems Manager. Requester may also visit office. Military ID card or other suitable identification will be required.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual complainants.

Exemptions claimed for the system:

None.

MJA00002

System name:

General Correspondence Files for Legal Administration.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

File contains information on individuals who have appealed Article 15 punishment and traffic court rulings; have been referred to a court-martial (awaiting special or general court-martial); have been confined at a Correctional Facility in excess of 30 days; lawyers assigned to be on call for a given period; officers punished under Article 15, Uniform Code of Military Justice; individuals selected to sit as members of a court-martial. File covers individuals who have been recommended for administrative discharge whose cases have been reviewed by Staff Judge Advocate, individuals served with civil process, and other individuals (military and civilian) requesting assistance in legal related problems.

Categories of records in the system:

File contains information relating to nonjudicial punishment appeals, the reason for the appeal and the response of the officer appealed; traffic court appeals; counsel assignments to individual referred to a court-martial; weekly case listings including type of offense, counsel assigned and dates pertaining to each case; excess 30 day pretrial confinement letters including the approval/disapproval by the CG for extending the period of confinement; duty lawyer roster; officer's punishment including offense, punishment and statement of desire to appeal or not; weekly docket list; and court-martial members questionnaire including age, duty assignment, summary of past duties, martial status, children, and matters pertaining to past schooling, assignments, name, rank and social security number.

Authority for maintenance of the system:

Title 10, U.S. Code 801, et.seq., Title 5, U.S. Code 301.

Purpose(s):

To provide a record on legal matters for use by Marine Corps Staff Judge Advocates and legal personnel in addressing legal matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - by Officials duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - by the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within the jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U.S. - by the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and card files.

Retrievability:

Alphabetically.

Safeguards:

Kept behind locked doors with security guard in building at night.

Retention and disposal:

Most records are retained for two years. Duty lawyer rosters and weekly docket lists are retained for one year. All records are destroyed at the end of the retention period.

System manager(s) and address:

Commanding officer of the activity concerned. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Requester should supply full name and social security number.

Record access procedures:

Requests for access should be addressed to the commanding officer of the activity concerned. Written requests for information should contained full name and grade of the individual.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals.

Exemptions claimed for the system:

None.

MJA00003

System name:

Magistrate Court Case Files.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Civilians pending and tried by the assigned Federal magistrate for crimes committed on military reservation.

Categories of records in the system:

Investigative reports, complaints, summons and warrants.

Authority for maintenance of the system:

Title 18, U.S. Code 3041; Title 5, U.S. Code 301.

Purpose(s):

To provide a record of summons, warrants, investigative reports and complaints for use by military prosecutors in the preparation of cases of trial.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name. Conventional indices are required for retrieval.

Safeguards:

Maintained in file cabinet in locked building.

Retention and disposal:

Retained and destroyed in accordance with SECNAVINST 5212.5B.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Individual is personally served with a subpoena and is shown the file. Requires name for entry.

Record access procedures:

Contact SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Law enforcement reports, bad check transmittal letters from Government agencies.

Exemptions claimed for the system:

None.

MJA00004

System name:

In Hands of Civil Authorities Case Files.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

All military personnel who are in hands of civil authorities or have charges pending against them by civil authorities.

Categories of records in the system:

Civil court documents, advise to respondent, health statements/certificates, written agreement releasing the Marine to civilian authorities and supporting documents pertaining to individual.

Authority for maintenance of the system:

Title 10, U.S. Code 814; Title 5, U.S. Code 301.

Purpose(s):

To provide a record of Marines in the hands of civil authorities for use in the administrative processing of such individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual by calendar year in which processing is completed.

Safeguards:

Files are stored in filing cabinets accessible only to authorized personnel. Doors are locked and full-time security guards are employed after normal working hours.

Retention and disposal:

On discharge personnel, record incorporated into administrative discharge file. Others retained for two years after completion of calendar year in which processed, then destroyed in accordance with the Navy and Marine Corps Records Disposal Manual

System manager(s) and address:

Staff Judge Advocate or legal officer of the activity concerned.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Warrant for arrest, service records, health records, civil court documents, law enforcement personnel and various DOD agencies.

Exemptions claimed for the system:

None.

MJA00005

System name:

Financial Assistance/Indebtedness/Credit Inquiry Files.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Marines identified as owing debts and/or having dependents requiring financial aid.

Categories of records in the system:

File contains name, rank, social security number, military occupational specialty component, marital and dependency status and supporting documents pertaining to indebtedness, financial assistance and credit inquiries.

Authority for maintenance of the system:

Title 10, U.S.Code 5031.

Purpose(s):

To provide a record of Marines identified as owing debts or having need for financial aid for use in processing correspondence relating to financial assistance, credit inquiry or indebtedness.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Records are retrieved by name and social security number of the individual concerned.

Safeguards:

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

Retention and disposal:

Retained for two years and disposed of in accordance with Navy and Marine Corps Records Disposal Instructions.

System manager(s) and address:

Commanding oficer of activity concerned . See Directory of Department of Navy Mailing Addresses.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Previous and current commanders, private individuals and commercial creditors.

Exemptions claimed for the system:

None.

MJA00009

System name:

Marine Corps Command Legal Files.

System location:

All Marine Corps commands whose commander or officer in charge has the authority to convene a special court-martial (See Title 10, U.S. Code 826 and list of activities in the Directory of Department of the Navy Activities).

Categories of individuals covered by the system:

Civilian employees of the Department of Defense or guests who have visited Marine Corps installations who have allegedly committed criminal offenses aboard a military installation or whose conduct has been subject to investigation.

Any Marine or Navy service member who is the subject of the disciplinary action under the provisions of the Uniform Code of Military Justice (Title 10, U.S. Code 801) who has been the subject of administrative discharge action pursuant to the provisions of Marine Corps Order P1900.16); or who has been the subject of an investigation (JAG Manual investigations) convened pursuant to the provisions of the Uniform Code of Military Justice or the Manual of the Judge Advocate General (JAG Instruction 5800.7) or any other type of investigation or inquiry.

Categories of records in the system:

Records of disciplinary proceedings, including courts-martial records and records of non-judicial punishments with supporting documents, military justice management information pre-post trial (e.g., courts-martial docketing logs, reports of cases tried, etc.), pre-disciplinary inquiries and investigations and documentation pertaining to post-hearing/trial review, clemency action, appellate leave or other personnel action related to or resulting from courts-martial. JAG Manual investigations pertaining to claims, line of duty misconduct determinations, command irregularities, and unusual incidents or accidents with supporting documentation and post-investigation review and actions. Inquiries made into incidents or situations which result in disbarment of an individual or from entry upon a military installation, referral to base traffic court or civilian, federal, state or local judicial or law enforcement authorities. Recommendations for administrative discharge with supporting documentation, including records of any hearing held and any review or other action taken with respect to the discharge recommendations.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 801, et. seq.; Title 18, U.S. Code 382

Purpose(s):

To provide a record of actions for use by commanding officers or officers in charge who have authority to convene a special court-martial. The records are used as required to initiate, refer or complete appropriate disciplinary proceedings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name of service member involved or chronologically with cross-reference to individual involved.

Safeguards:

Records are kept in either locked cabinets or guarded or locked buildings.

Retention and disposal:

Two years or as provided in the Manual of the Judge Advocate General (JAG Instruction 5800.7).

System manager(s) and address:

Commanding officer of the unit concerned. See Directory of Department of the Navy Activities for addresses. If unit not known, information may be obtained from Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Write or visit SYSMANAGER. If unit concerned cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Provide full name, social security number and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contest may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, witnesses to the incident in question or parties concerned therewith, officer investigating the incident, documents or items of real evidence, documents pertaining to the review, action or authorities charged with making a review or taking action.

Exemptions claimed for the system:

None.

MJA00010

System name:

Unit Punishment Book.

System location:

All U.S. Marine Corps and U.S. Marine Corps Reserve units, whose commander has non-judicial punishment authority (See 10, U.S. Code 815).

Categories of individuals covered by the system:

Any enlisted Marine who is charged with a violation of the Uniform Code of Military Justice.

Categories of records in the system:

File contains name, rank, social security number, military occupational specialty and unit of the individual, brief summary of the alleged offense including date, time and place. Acknowledgement of rights under Article 31, Uniform Code of Military Justice, and right to demand trial by courts-martial by the individual, record of specific punishment awarded or remarks as to disposition of charge. If punishment was awarded the individual will also acknowledge, in writing, his right to appeal.

Authority for maintenance of the system:

Title 10, U.S. Code 815; Title 5, U.S. Code 301.

Purpose(s):

To provide a record of nonjudicial punishments at Marine Corps commands used in the evaluation of conduct.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in loose leaf binder.

Retrievability:

Alphabetically by last name and by year.

Safeguards:

Access limited to those with a need to know. Records kept in a locked cabinet or in a room which is locked.

Retention and disposal:

3 years, destroyed by burning at end of period.

System manager(s) and address:

Unit Commanders of U.S. Marine Corps or U.S. Marine Corps Reserve units authorized to administer non-judicial punishment.

Notification procedure:

Write or visit SYSMANAGER. If unit imposing punishment cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Verbal or written charge from individual subject to Uniform Code of Military Justice, Service record book of individual, nonjudicial punishment hearing.

Exemptions claimed for the system:

None.

MJA00012

System name:

Individual Accounts of Mail Order Clothing (Bill File).

System location:

Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Albany, Georgia 31704

Categories of individuals covered by the system:

File pertains to all Marine Corps personnel, active, reserve and retired who have a requirement and are authorized clothing, textiles and other related supplies.

Categories of records in the system:

Record includes individual's name, rank, SSN, military address, bill number, dollar amount of the shipment, shipping date and ZIP code.

Authority for maintenance of the system:

NAVCOMPT Manual, Part C, Collection and Reporting of Debts Due the United States; Title 10, U.S. Code 5031.

Purpose(s):

To provide a record of debts owed through clothing mail order accounts for use in follow-up to such accounts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is stored on magnetic tapes and computer paper printouts.

Retrievability:

Data can be retrieved by account number, name and social security number.

Safeguards:

Computer printouts and source documents are retained in a single office accessible only to authorized personnel. Employees are properly trained in safeguarding information of a personal nature.

Retention and disposal:

Computer records are retained until the bills are satisfied. Computer printouts and source documents are retained for a period of five years. Destruction of records is by mutilation.

System manager(s) and address:

Commanding General, Marine Corps Logistics Support Base, Albany, Georgia 31704

Notification procedure:

Information may be obtained from:

Clothing Section (MAU), Direct Support Stock Control Branch,
Material Division
Marine Corps Logistics Support Base,
Albany, Georgia 31704
Telephone: Area Code 912/439 5837

Record access procedures:

Written requests from individuals should be addressed to Clothing Section (MAU), Direct Stock Control Branch, Material Division, Marine Corps Logistics Support Base, Albany, Georgia 31704.

Contesting record procedures:

The agency's rules for access to records, contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Accounting records of the Clothing Section, Direct Support Stock Control Branch, Marine Corps Logistics Support Base, Albany, Georgia, supplemented with information from the employing activity of the individual.

Exemptions claimed for the system:

None.

MJA00013

System name:

Bad Checks/Withdrawal of Check Cashing Privileges Lists.

System location:

Each Appropriated and Non-Appropriated Fund Activity having authority to accept personal checks from authorized patrons. Located at Headquarters, U.S. Marine Corps and each major Marine Corps installation listed in MCO P5400.6G.

Categories of individuals covered by the system:

All military personnel, active and retired; their authorized dependents an deceased military retirees; Marine Corps Exchange employees.

Categories of records in the system:

File bulletins containing name, rank, social security number and expiration date of restriction of privileges and related correspondence.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 18, U.S. Code 13; Title 10, U.S. Code 801, et. seq.

Purpose(s):

To provide a record of individuals who have issued bad checks at Appropriated and Nonappropriated Fund Activities having authority to accept personal checks from authorized patrons. The records are used to protect activities from unnecessary losses and to initiate administrative or criminal actions due to bad check offenses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in Rolodex or other appropriate file in check cashing area. Published bulletin is stored in directive system of organizations.

Retrievability:

Alphabetical by name and social security number.

Safeguards:

Access limited. Secured in locked building during nonworking hours.

Retention and disposal:

Destroyed when privileges are restored at the expiration of specified periods made known to the individual at the time privileges are revoked.

System manager(s) and address:

Commanding Officer of activity concerned. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Inquire in person at the individual check cashing activity or to the SYSMANAGER.

Record access procedures:

Rules for access can be provided by the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Bad checks returned from the bank, notification from other commands, Federal Bureau of Investigation, Naval Investigative Service or other state, local or Federal investigative agencies or Treasury Department.

Exemptions claimed for the system:

None.

MJA00014

System name:

Confidential Statements of Employment/Financial Interests.

System location:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

Marine Corps officers whose fitness reports are written by the Commandant of the Marine Corps and who are required to file confidential statements of 'Employment and Financial Interests' (DD Form 1555) in accordance with DOD Directive 5500.7 of August 8, 1967.

Categories of records in the system:

The file contains copies of the 'Confidential Statements of Employment and Financial Interests' (DD Form 1555), reviews thereof, and related correspondence.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of employment and financial interests of certain Marine Corps Officers for use by the Commandant of the Marine Corps or his designee to ensure there is no conflict of interest.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Alphabetical.

Safeguards:

The access to the files is limited.
The files are kept in a locked safe during non-business hours.

Retention and disposal:

PerSecNav Disposal Manual.

System manager(s) and address:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U.S. Marine Corps (Code JA)
Washington, D.C. 20380
Telephone: Area Code 202/694-2737

Record access procedures:

Request from individuals should be addressed to: Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (Code JA), Washington, D.C. 20380.

Written requests for information should contain the full name and grade of the individual concerned.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DD Form 1555 submitted by individual concerned and correspondence from and to SYSMANAGER.

Exemptions claimed for the system:

None.

MJA00016

System name:

Judge Advocate Division 'D' Files.

System location:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

All Marine Corps Judge Advocates currently on active duty, in a reserve capacity and those individuals who have been selected for accession into the Marine Corps as Judge Advocates or who are in the training cycle to become Judge Advocates.

Categories of records in the system:

The file contains correspondence from the Judge Advocates and prospective Judge Advocates regarding requests for personnel actions such as transfer, school assignment, etc. Additionally, the file contains information pertaining to judge advocate qualifications such as schooling results, commendatory matters and derogatory matter which bears on the assignment and other personnel matters relating to judge advocates.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of qualified judge advocates for use in transfer, school assignment and other personnel matters relating to judge advocates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Alphabetical.

Safeguards:

Access is limited.
The records are kept in file cabinets within a locked room.

Retention and disposal:

PerSecNav Records Disposal Manual.

System manager(s) and address:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from:
Director, Judge Advocate Division

Headquarters, U.S. Marine Corps (Code JA)
Washington, D. C. 20380
Telephone: Area Code 202/694-2737

Record access procedures:

Requests form individuals should be addressed to: Director, Judge Advocate Division, Headquarters, U. S. Marine Corps (Code JA), Washington, D.C. 20380.

Written requests should contain the full name and grade of the individual.

Contesting record procedures:

The agencies rules for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals.

Service records of the individuals involved.

Judge Advocates and Commanders of the individuals involved.

Schools from which the individuals have obtained their graduate or undergraduate degrees or currently in residence.

Exemptions claimed for the system:

None.

MJA00017

System name:

JA Division, HQMC Correspondence Control Files.

System location:

The Commandant of the Marine Corps (Code JAC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Categories of individuals covered by the system:

Marines or former Marines who have been the subject of correspondence from a member of Congress, a high level Official in the Federal executive branch, parents of such an individual, individual Marines or members of the general public which correspondence concerns legal matters.

Categories of records in the system:

File contains the incoming correspondence, backup material used to respond to the correspondence, notes of the action officer and reply correspondence.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of action taken on all correspondence received by the Judge Advocate Division, Headquarters, Marine Corps on individual inquiries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses.

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Alphabetical by name of correspondent or name of Marine or former Marine who is the subject of the correspondence.

Safeguards:

Limited access on a need to know basis.

Maintained in a locked room.

Retention and disposal:

PerSecNavRecords Disposal Manual

System manager(s) and address:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U.S. Marine Corps (Code JAC)
Washington, D.C. 20380
Telephone: Area Code 202/694-2737

Record access procedures:

Requests from individuals should be addressed to Director, Judge Advocate Division, Headquarters, U.S. Marine Corps (Code JAC), Washington, D.C. 20380.

Written requests for information should contain the full name and grade of the individual.

Contesting record procedures:

The agencies rules for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Drafter of incoming correspondence.

Service records of the Marine concerning whom correspondence is written.

Information furnished from the command of the Marine concerned.

Information furnished from other involved Marine Commands or individuals.

Exemptions claimed for the system:

None.

MJA00018

System name:

Performance File.

System location:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Categories of individuals covered by the system:

The file pertains to all members of the Marine Corps on active duty or in a reserve status who are under investigation, indictment, or in the process of a criminal proceeding by military or civilian authorities.

Categories of records in the system:

The file contains information pertaining to civilian and military criminal matters including investigation reports, documents indicating court proceedings have begun and/or are in progress and post trial or investigative matters. Material is kept only until the procedure is finalized whether by conviction, acquittal, dismissal of the matter or by it's being dropped.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record on individuals under investigation, indictment, or in the process of a criminal proceeding for use in determining assignments, whether an individual selected for promotion should be promoted or held pending completion of criminal proceedings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage:

File folders.

Retrievability:

Alphabetical.

Safeguards:

Access is limited.

The file folders are stored in the file cabinets which are stored in a locked room during nonbusiness hours.

Retention and disposal:

PerSecNav Records Disposal Manual.

System manager(s) and address:

The Director, Judge Advocate Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from:
Director, Judge Advocate Divison
Headquarters, U.S. Marine Corps (Code JA)
Washington, D.C. 20380
Telephone: Area Code 202-694-2737

Record access procedures:

Requests from individuals should be addressed to Director, Judge Advocate Division, Headquarters, U.S. Marine Corps (Code JA), Washington, D.C. 20380.

Written requests for information should contain the full name and grade of the individual.

Contesting record procedures:

The agencies rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Investigative records of arrest from civilian law enforcement sources.

Records of indictment of conviction from civilian law enforcement or judicial agencies.

Records of appellate and other post trial procedures received from civilian law enforcement and judicial agencies.

Records indicating apprehension or investigation by military authorities received from individuals command or other military agencies, law enforcement or command.

Records of court-martial, pre court-martial and post court-martial activities relating to the individual recieved from the individual's command.

Records of administrative eliminative processes conducted by military authorities received from the individual's command.

Exemptions claimed for the system:

None.

MMC00002

System name:

Working Files, Inspection Division.

System location:

Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

Members of the U.S. Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; and members of the Fleet Marine Corps Reserve; military personnel.

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine or former Marine.

Categories of records in the system:

File contains information pertaining to identification, recruitment, enlistment, prior service, assignment, location addresses, promotions, reductions in rank, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Justice, courts-martial, personal history, investigations, police and court records, civil arrests and convictions. Official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive and Legislative branches of the federal government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties (president, congressmen, etc.).

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of investigations, allegations pertaining to request mast, maltreatment and harassment for use by Officials of the Headquarters Inspection Division concerning inquiries on such matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files of the system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files and file folders. Files are stored in five drawer filing cabinets.

Retrievability:

Files are accessed and retrieved by the name and card file number.

Safeguards:

Building where files are stored and maintained employs 24 hour security guards. Records are further stored in areas of controlled access and handled by personnel with a need to know in the execution of their official duties.

Retention and disposal:

Congressional, military and civilian inquiry files are retained three years, then destroyed.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from:

The Commandant of the Marine Corps (Code IGA).
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-1324

Record access procedures:

Requests from individuals desiring information may be addressed to: The Commandant of the Marine Corps (Code IGA), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records; military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, an individual may visit the Inspection Division, Headquarters, U.S. Marine Corps, Federal Building #2, Washington, D.C. 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification, such as driver's license, social security card, medicare, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code IG), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Record source categories:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Staff elements and subdivisions of Headquarters, U.S. Marine Corps; Marine Corps field commands, organizatons and activities; other components of the Department of Defense; Agencies of Federal, State and local government; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as members of Congress and other government agencies.

Exemptions claimed for the system:

None.

MMC00003

System name:

Activity Check In/Check Out File.

System location:

May be located at any U.S. Marine Corps or U.S. Marine Corps Reserve activity.

Categories of individuals covered by the system:

All members of the activity.

Categories of records in the system:

Date reported and verification of check-in - check-out procedure.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of members reporting to or leaving a unit for use in tracking property belonging to the unit.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

On paper in files or on clipboard.

Retrievability:

Alphabetically by last name.

Safeguards:

Access limited to activity personnel in the performance of their official duties.

After working hours, the office and building are locked. A guard is located in the general vicinity.

Retention and disposal:

Retained for 6 months after action has been completed.

System manager(s) and address:

Activity commander.

Notification procedure:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identifcation card or DD-214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Service records.

Exemptions claimed for the system:

None.

MMC00004

System name:

Adjutant Services Section Discharge Working Files.

System location:

Adjutant Services Section, Marine Corps activities.

Categories of individuals covered by the system:

Members and former members of the Marine Corps and Marine Corps Reserve. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to Base or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

Categories of records in the system:

Files contain information pertaining to identification; prior service; location and addresses; prior and present marital status, dissolution of prior marriages, birth and death status, adoption of children, financial responsibility, child support, medical information, personal financial records, residence, basic allowance for quarters, leave and liberty, financial assistance, extensions of emergency leave, medical bills and determinations of dependency status as pertain to discharges; investigative reports, prior and present disciplinary status, financial responsibility, conduct and personal history, police reports, correction of naval records, veterans rights, benefits and privileges, preseparation counseling and civil readjustment as they pertain to unsuitability, unfitness and misconduct discharges; financial status, college acceptance and residence as they pertain to early separation to attend college or trade school; religious beliefs and practices pertaining to applications for conscientious objector status; official correspondence (including correspondence from Marines, their families, attorneys, doctors, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties): Internal routing and processing of matters; and records of interviews and telephone conversations.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide records for use in the discharge or separation of Marines, correction of records, determination of veterans rights, benefits and privileges, welfare and family assistance and preseparation and counseling.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card files stored in filing cabinets, shelves, tables and desks.

Retrievability:

Files are accessed and retrieved by individual. Identification of individual is by name and social security number.

Safeguards:

Building is located in base area with area guard. Outside and inside doors locked after working hours and patrolled by Duty NCO. Access to information contained in the files is limited to officials and employees of Base Headquarters acting in their official capacity upon demonstration of a need-to-know.

Retention and disposal:

Files are retaind two years and destroyed.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Correspondence pertaining to files maintained should be addressed to the SYSMANAGER.

Correspondence should contain the full name, social security numbers and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD-214), discharge certificate, driver's license, social security card or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from the SYSMANAGER.

Contesting record procedures:

The section's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Marine Corps Manpower Management System
Joint Uniform Military Pay System
Marine Corps Military Personnel Records System
Marine Corps Deserter Inquiry File
Staff agencies and subdivisions of Headquarters, U.S. Marine Corps
Marine Corps commands and organizations
Other agencies of federal, state and local governments
Educational institutions
Medical reports and psychiatric evaluations
Financial institutions and other commercial
Civil courts and law enforcement agencies
Correspondence and telephone calls from private citizens initiated to the Marine Corps or via the U.S. Congress and other agencies.
Investigative Reports
American Red Cross and similar welfare agencies

Exemptions claimed for the system:

None.

MMC00005

System name:

Insurance Files.

System location:

Marine Corps Activities.

Categories of individuals covered by the system:

Insurance salesman requesting authority to do business at Marine Corps Activities.

Categories of records in the system:

A record of the certification of authority to solicit insurance mutual funds, investment plans, and securities.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of insurance agents who have requested authority to do business at Marine Corps activities and the disposition of such requests.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files in alphabetical order by company name. Conventional indices are required for retrieval.

Safeguards:

Maintained in locked building.

Retention and disposal:

Maintained as long as active. If inactive, disposed of after two years by discard into military trash system. Not transferred.

System manager(s) and address:

Local commanding officers.

Notification procedure:

Address requests to SYSMANAGER or visit the office; military ID or other suitable identification is required.

Record access procedures:

An individual can call for an appointment with the activity insurance representative for personal assistance or forward a written request for the required information.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is supplied by the insurance companies and salesman involved.

Exemptions claimed for the system:

None.

MMC00007

System name:

Inspection of Government Property Assigned to Individual.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy activities mailing addresses.

Categories of individuals covered by the system:

Active duty Marine Corps personnel

Categories of records in the system:

Name, badge number, and government property assigned to individual.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of loss or deterioration of clothing and equipment assignment to each individual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Building locked at night - locked cabinet.

Retention and disposal:

Until separation.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of Department of the Navy activities mailing addresses.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Written requests from the individual should be addressed to the SYSMANAGER.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence and previously received or sent.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Inspection of property and clothing.

Exemptions claimed for the system:

None.

MMC00008

System name:

Message Release/Pickup Authorization File.

System location:

Marine Corps activities.

Categories of individuals covered by the system:

All personnel authorized to release/pickup message traffic.

Categories of records in the system:

OPNAV Form 2160-5 (Message Release/Pickup Authorization)

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of personnel authorized to release/pickup messages at Command Communication Centers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear to the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards are filed in a card file within the Communication Center.

Retrievability:

Alphabetically by name.

Safeguards:

Located in a secure space within the Comm Center, which is manned on a 24-hour basis.

Retention and disposal:

Retained until individual is replaced or authorization is revoked by proper authority; then destroyed by burning or shredding.

System manager(s) and address:

Local commanding officers. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Request information from the SYSMANAGER.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Organizations, departments, sections authorized to release/pickup messages for the command.

Exemptions claimed for the system:

None.

MMC00009

System name:

Narrative Biographical Data with Photos.

System location:

Primary System - Headquarters, U.S. Marine Corps, Washington, D.C. 20380. All Marine Corps commands and districts maintain derivative files.

Categories of individuals covered by the system:

Marine Corps active duty, reserve, and retired general officers and active duty colonels who submit biographical data with photographs in accordance with existing directives.

Categories of records in the system:

Files contain standard biographical information as listed on NAVMC Form 10573 to include: Personal identification, personal data, education background, military history, medals and decorations, combat, and chronology of Marine Corps service. A current photograph accompanies the file.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of news releases, responses to news media queries and information on officers scheduled for speaking engagements or public appearances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

New Media - To provide biographical information response to query.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of officer.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Biographical information is maintained on all general officers while on active duty. When a general officer retires, the biographical data is retained for five years after the date of the individual officer's retirement and retained by the Historical Division (Code HD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Biographical files are maintained on colonels while on active duty. Upon retirement of the officer, colonel biographical files are retained by Historical Division (Code HD), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380 or commander of unit holding file.

Notification procedure:

Requests from individuals should be addressed to the Commandant of the Marine Corps (Code PAC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Written requests to determine whether or not the system contains a record about an individual should contain the full name of the general officer or colonel concerned.

Visits are limited to Division of Information (Code PAC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card, and give some verbal information that could be verified with his 'case' folder.

Record access procedures:

Information may be obtained from the Commandant of the Marine Corps and the commander of the unit holding the file.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Biographical data provided by the individual general/colonel and from personnel files.

Exemptions claimed for the system:

None.

MMC00010

System name:

Marine Corps Marathon Automated Support System.

System location:

Marine Corps Marathon Office, Quantico, VA

Categories of individuals covered by the system:

All participants in the Marine Corps Marathon.

Categories of records in the system:

System contains information as provided on the Marine Corps Marathon Liability and Publicity Release Form.

Authority for maintenance of the system:

National Security Act of 1947 as amended by DoD Reorganization Act of 1958, 10 U.S. Code 136; 10 U.S. Code 133; 32 CFR part 237 (1982)

Purpose(s):

To provide a record of all participates in the annual Marine Corps Marathon for use in organizing the event.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the head of the published Marine Corps system notices in the Federal Register. Additionally, the following routine uses apply:

Electronic and print media - To provide publicity on the marathon event.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tape and disks as well as in paper files.

Retrievability:

Records are retrieved by name, runner number, or telephone number.

Safeguards:

Records are maintained in an area accessible only to authorized personnel. The terminals are in a room with windows protected by bars and the room is locked when not being used by authorized personnel. User identification codes and passwords known only by the data input operators and their supervisors are required for access to the terminals.

Retention and disposal:

Records are maintained indefinitely.

System manager(s) and address:

Marathon Coordinator
Marine Corps Marathon
P.O. Box 188
Quantico, VA 22134

Notification procedure:

Requests from individuals should be addressed to the system manager. Written requests for information should contain the full name, runner number, and telephone number. For personal visits, the individual should be able to provide identification bearing picture and signature or sufficient verbal data to ensure that the individual is the subject of inquiry.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from the individual.

Exemptions claimed for the system:

None.

MMN00001

System name:

Absentee Processing and Deserter Inquiry File.

System location:

Primary System - Absentee and Deserter Section, Manpower Plans and Policy Division, Manpower Department (Code MP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Decentralized Segments - U.S. Marine Corps commands to which the absentee or deserter is assigned for duty or administration of official records. See the organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Mailing Addresses.

Categories of individuals covered by the system:

Marine Corps absentees and deserters; Marines in hands of civil authorities foreign and domestic; Marines who fail to comply with orders to new duty stations; suspected and convicted absentees and deserters who have returned to military control.

Categories of records in the system:

File contains personal identification data, parent command, notations of arrests, nature and dispositions of criminal charges, and other pertinent and information which is necessary to monitor, control and identify absentees and deserters.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of absentees or deserters for identification, apprehension, return to military control or monitoring member located in a foreign country.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Comptroller General of the U.S. - To respond to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to Marine Corps Manpower Management Programs.

Civilian Law Enforcement Agencies - To coordinate with appropriate federal, state, and local law enforcement agencies as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Courts - To respond to court orders in connection matters before a court.

Congress of the U.S. - To respond to inquiry of the Senate or the House of Representatives of the United States or any committee or subcommittee thereof any joint committee or joint subcommittee of the Congress on matters within their jurisdiction as may be requested of the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tapes and disks, microform and file folders.

Retrievability:

Records may be accessed by name and social security number.

Safeguards:

Building employs security guards. Computer terminals and records are located in areas accessible only to authorized personnel that are properly screened, cleared and trained. Use of terminals requires knowledge of passwords.

Retention and disposal:

Records vary in the period of time retained. Records on magnetic tapes and disks are destroyed by erasing after disposition of the individual's case. Paper records are maintained only as long as necessary to transfer information to the official personnel record, then they are destroyed.

System manager(s) and address:

The Commandant of the Marine Corps (Code MP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code MP)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-2927

Record access procedures:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code MP), Headquarters, U.S. Marine Corps, Federal Office Building #2, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, date and place of birth, social security number and signature.

For personal visits, the individual should be able to provide military identification card, driver's license or other type of identification bearing picture or signature or by providing verbal data sufficient to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code JA), Headquarters, U.S. Marine Corps, Washington, D.C.

Record source categories:

Information in the system is obtained from the Marine Corps Military Personnel Records; from the individual's commanding officer, officer in charge, federal, state and local law enforcement agencies, lawyers, judges, Members of Congress, relatives of the individual and private citizens, the Veteran's Administration and the individual themselves.

Exemptions claimed for the system:

None.

MMN00002

System name:

Listing of Retired Marine Corps Personnel.

System location:

The Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Washington, D. C. 20380

Categories of individuals covered by the system:

All retired members of the Marine Corps, including those former Marines in the receipt of disability benefits from the Veteran's Administration.

Categories of records in the system:

The system is a microfiche listing derived from automated sources depicting the retiree's name, social security number, grade, mailing address and retirement component code.

Authority for maintenance of the system: Title 10, U.S. Code 5201

Purpose(s):

To provide a record of all retired members for use in determination of benefits and entitlements as a retiree.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly with the purview of said court.

Congress of the U.S. - By the Senate or House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Leatherneck Magazine and Marine Corps Gazette - For maintaining their mailing lists of subscribers to these semi-official, professional publications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Controlled distribution microfiche listing. Stock copies maintained in locked room.

Retrievability:

Listing in alphabetical order, with officer personnel listed separate from enlisted personnel.

Safeguards:

Building employs security guards. Distribution is strictly controlled.

Retention and disposal:

Destroyed upon being superseded by updated monthly listing.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MS), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U.S. Marine Corps, Columbia Pike & Arlington Ridge Road, Arlington, Virginia, Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD 214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps.

Veterans Administration

Exemptions claimed for the system:

None.

MMN00004

System name:

Marine Corps Club Records.

System location:

Decentralized Segments - Records maintained by Marine Corps Clubs at organizational elements of the Marine Corps as listed in the Directory of the Department of the Navy Mailing Addresses.

Categories of individuals covered by the system:

Officer personnel who elect officer club membership, staff noncommissioned officer personnel who elect staff noncommissioned officer club membership and patrons of consolidated package stores who purchase alcoholic beverages.

Categories of records in the system:

File contains nonstandardized, locally produced record listing name, grade, social security number, military address, duty telephone number and dependent information.

Alcoholic purchase records contain name, grade, social security number, and the alcoholic beverage purchased by type, name brand, and quantity.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of club members and patrons for use of management personnel in billing of customers and forwarding of club related information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All information of a personal nature is recorded and stored in cabinet drawers or other record keeping devices.

Retrievability:

Is by name and/or social security number.

Safeguards:

Include normal security afforded unclassified file materials.

Retention and disposal:

Data on club membership is retained as long as the member is active and disposed of when membership is terminated. Data on alcoholic purchases is retained for a period as specified by the local command, but in no case for a period in excess of two years from date of purchase.

System manager(s) and address:

Decentralized - The local commanding officer is responsible for the operation of clubs aboard his base/activity.

Notification procedure:

Request by correspondence should be addressed to the commanding officer of the activity having custody of the records.

Record access procedures:

Rules of access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Data collected from each applicable individual.

Exemptions claimed for the system:

None.

MMN00005

System name:

Marine Corps Education Program.

System location:

Primary system - Headquarters, U.S. Marine Corps (Code TR), Washington, D.C. 20380.

Secondary system - Local activity or command to which individual is assigned (See list of activities in Navy Standard Distribution List OPNAV P09B3-107).

Categories of individuals covered by the system:

Marine Corps personnel who have submitted written applications for participation in full-time, tuition assistance, off-duty, PREP, or other voluntary education programs.

Categories of records in the system:

File contains copies of individual's applications for participation in an education program; copies of correspondence between the Marine Corps, the individual and academic records and correspondence; test results; previous enrollments and disenrollments; and educational qualification data addressing the individual concerned.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record on individuals for use in educational and vocational counseling, selection, assignment and management of various educational and vocational programs attended by Marine Corps personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee or matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Educational Institutions - By officials and employees of those educational institutions to which the individual applies or which the Marine Corps contracts with, to provide full-time, off-duty or other educational programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files, listings, log books, computer printouts, rosters and file folders stored in filing cabinets.

Retrievability:

Filed alphabetically by last name; by educational institution, educational program or unit of assignment. Cross reference by SSN.

Safeguards:

Records are maintained in limited access working areas and are made available to persons other than the individual addressed only on a strict 'need-to-know' basis. After duty hours storage areas are locked.

Retention and disposal:

Records are maintained a maximum of three years and then destroyed. In instances where individual completed less than three years, with no incurred service obligation, records are destroyed on program completion or transfer of individual from command maintaining record.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from:
Commandant of
Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (Code TR)
Washington, D.C. 20380
Telephone: Area Code 202/694-2109

Record access procedures:

Requests from individuals should be addressed to the commander of the activity to which they are assigned for duty. Activity addresses are contained in the Navy Standard Distribution List (OPNAV P09B3-107).

Requests from individuals who have made written application for the Special Education Program (SEP), Advanced Degree Program (ADP), Funded Legal Education Program (FLEP), College Degree Program (CDP), Marine Enlisted Commissioning Education Progrm (MECEP), Navy Enlisted Scientific Education Program (NESEP), Staff NCO Degree Completion Program (SNCODCP), or Marine Associate Degree Completion Program (MADCOP) should be addressed to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (Code TR), Washington, D.C. 20380.

Written requests for information should contain name of the individual, current address and telephone number, and the academic program originally requested or in which participated.

For personal visits, the individual should provide personal identification.

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related documents including correspondence from the individual requesting an education program; correspondence originating in the Educational Services Branch or other Headquarters Marine Corps staff agencies; academic transcripts from educational institutions; and educational selection board results.

Exemptions claimed for the system:

None.

MMN00006

System name:

Marine Corps Military Personnel Records (OQR/SRB).

System location:

Primary system-The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Decentralized segments-Custody of the commanding officer of the organization to which the Marine officer or enlisted individual is assigned for duty or administration of official records (OQR/SRB).

Decentralized segments-National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132

Categories of individuals covered by the system:

All Marine Corps military personnel (enlisted/officer): Reserve, retired and discharged or otherwise separated.

Categories of records in the system:

The system contains the Official Military Personnel File, SRB and OQR.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record on all Marine Corps military personnel for use in management of resources, screening and selection for promotion, training and educational programs, administration of appeals, grievances, discipline, litigations and adjudication of claims and determination of benefits and entitlements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the head of the published Marine Corps systems notices in the Federal Register. In addition to the Blanket Uses, the following routine uses apply.

By Officials and employees of the Coast Guard and National Guard in the performance of their Official duties relating to screening members who have expressed a positive interest in an interservice transfer, enlistment, appointment or acceptance.

By agents of the Secret Service in connection with matters under the jurisdiction of that agency upon presentation of credentials.

By private organizations under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

By Officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

By Officials and employees of the Sergeant at Arms of the U.S. House of Representatives in the performance of Official duties related to the verification of Marine Corps Service of Members of Congress. Access will be limited to those portions of the member's record required to verify service time, active and reserve.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

State, local and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

To Officials and employees of the Veterans Administration, Department of Health and Human Services, and Selective Service Administration in the performance of their Official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Marine Corps.

To a private organization under contract with the Veterans Administration for use in conducting a study of post-traumatic stress disorder and other post-war psychological problems of Vietnam veterans as mandated by Pub. L. 98-160.

To Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of members and former members of the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on paper in file folders and on microfiche.

Retrievability:

The records at Headquarters, U.S. Marine Corps (all active and reserve officer records, all temporary disability retired records, all active and organized reserve and Fleet Marine Corps Reserve enlisted records of personnel joined/transferred to these components subsequent to June 30, 1974, all former Commandants, all living retired officers (who served in a General Officer grade, records of all personnel separated/retired four months or less) are retrieved by social security number (SSN) and name. Except for OQRs and SRBs of participating members, all other categories of Marine Corps military personnel records are maintained at the National Personnel Records Center, St. Louis, Missouri. Those retired to St. Louis prior to January 1, 1964 and/or those with military service numbers (MSN) below 1800000 are retrieved by MSN and name. All other Marine Corps records retired to St. Louis, Missouri are accessed by MSN and/or SSN and are retrieved by an assigned registry number.

Safeguards:

Restricted access to building and all areas where data is maintained. Records are maintained in areas accessible only by authorized personnel who have been properly screened, cleared, and trained.

Retention and disposal:

Records are permanent. Records maintained at Headquarters, U.S. Marine Corps are transferred to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 four months after separation, placement on the Permanent Disability Retired List, retirement, retirement from Fleet Marine Corps Reserve, death of an officer who served in a General Officer grade and former Marines no longer considered of newsworthy status.

System manager(s) and address:

Commandant of the Marine Corps , MMRB, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Correspondence pertaining to records maintained by Headquarters, U.S. Marine Corps should be addressed to: Commandant of the Marine Corps, MMRB, Headquarters, U.S. Marine Corps, Washington, D.C. 20380, Telephone: Area Code 202/694/1043

Correspondence pertaining to records maintained by National Personnel Records Center should be addressed to: Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132, Telephone: Area Code 314/268-7155

Correspondence pertaining to OQR and SRB records maintained by the respective commanding officers should be addressed to the command concerned as is shown in the Director of Department of the Navy Mailing Addresses.

Correspondence should contain the full name, Social Security Number and signature of the requester. The individual may visit any of the above activities for review of records. Proof of identification may consist of an individual's active, reserve or retired identification card, Armed Forces Report of Transfer or Discharge (DD Form 214), discharge certificate, driver's license or other data sufficient to insure that the individual is the subject of the record.

Record access procedures:

Information may be obtained from: Commandant of the Marine Corps, MMRB, Headquarters, U.S. Marine Corps Columbia Pike & Arlington Ridge Road, Arlington, Virginia 20380 Telephone: Area Code 202/694-1535

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps;

Marine Corps commands and organizations;

Other agencies of federal, state, and local governments;

Medical reports;

Correspondence from financial and other commercial enterprises;

Correspondence and records of educational institutions;

Correspondence of private citizens addressed directly to the Marine Corps or via the U.S. Congress and other agencies;

Investigations to determine suitability for enlistment, security clearances, and special assignments;

Investigations related to disciplinary proceedings;

The individual of record.

Exemptions claimed for the system:

None.

MMN00009

System name:

Military Police Information System (MILPINS).

System location:

Decentralized segments—commands within area of jurisdiction.

Categories of individuals covered by the system:

Files contain information concerning both military and civilian personnel who have come in contact with the military police as victims, suspects, or witnesses to incidents, complaints reported to the Provost Marshal. Files also contain data on military personnel living in base sponsored housing, or who have registered weapons or pets aboard the base. Military personnel and civilians who have registered motor vehicles are also included.

Categories of records in the system:

Incidents/complaints reported to the installation Provost Marshal and all subjects listed on Field Interviews/Reports by the military police. The individual's name, description, social security number, address, offense charges, location of offenses/incident, date, time, blotter entry number, military police report number, and disposition of case are maintained. Housing information includes phone number, building number, address, and dependent information. Pet registration information includes species, sex, breed, color, name and inoculation dates. Weapon registration information includes brand name, caliber, type, and model. Motor vehicle information includes year, make, model, color, license number, insurance company, and decal information. Work section information includes phone number, division code, building number, building key access, and recall information. Personnel information includes date of birth, sex, race, age, and date transferred.

Authority for maintenance of the system:

Title 10, U.S. Code 5031, E.O. 9327

Purpose(s):

To provide a rapid means for military police to access reports for proper disposition of cases. The system also provides historical record of all reports on individuals who have come in contact with the military police as victims, suspects or witnesses to incidents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts—By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S.—By the State or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S.—By the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the General Accounting Office relating to the Marine Corps.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil against an individual on behalf of the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic disks and tapes; index cards and printouts in security file cabinets.

Retrievability:

Filed by full name or social security number (SSN).

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Passwords are required to access those programs which produce printed output. Access to the computer is controlled via a centralized security office and printouts many only be receipted for by designated personnel. All index cards and printouts are filed in locked security cabinets.

Retention and disposal:

Records are maintained three months to six years depending on the type of information.

System manager(s) and address:

Installation Provost Marshal of activity concerned.

Notification procedure:

Information may be obtained from Installation Provost Marshal of activity concerned.

Record access procedures:

Requests from individuals should be addressed to Provost Mashal of activity concerned.

Written requests for information should contain the full name of the individual, social security number, date and place of birth.

For visits, the individual should report to Provost Marshal of the respective installations.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Military Police Blotters and Field Interview Card.

Exemption claimed for the system:

None.

MMN00010

System name:

Personnel Services Working Files.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Members and former members of the Marine Corps and Marine Corps Reserve; permanently and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; Federal civil service employees of the Marines Corps; and dependents, survivors or appointed agents of the foregoing. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to HQMC or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

Categories of records in the system:

Files contain information pertaining to identification; prior service; location and addresses; decedent affairs; military honors at funerals; recovery of remains; casualty notification; condolence letters to next of kin; transportation, passports and visas for next of kin of casualties medically warranted overseas; missing persons; prisoners of war; reserve disability benefits; casualty statistics; certification of eligibility for award of Purple Heart Medal; death benefits and annuity payments; Official reports of casualty; certification of life insurance coverage; investigative reports; travel of dependents; reports and death certificates substantiating casualty status; intelligence reports concerning missing and captured members; prior and present marital status; dissolution of prior marriages; birth, marriage and death certificates; adopting of children; financial responsibility; child support; claims of non-support; personal health and welfare reports; alien marriages; conduct and personal history as it pertains to marriage and its responsibilities; medical information; garnishment of pay; powers of attorney; personal financial records; police and fire reports; records of emergency data; medical care; use of exchanges, commissaries and theaters; recovery of invalid dependent identification and privilege cards; correction of naval records; defense related employment; veterans rights, benefits and privileges; awards, recommendations and/or issuances; Survivor Benefit Plan; preseparation counseling; civil readjustment; Retired Serviceman's Family Protection Plan; residence; basic allowance for quarters; leave and liberty; financial assistance; extensions of emergency leave; in service FHA mortgage insurance loans; reimbursement for damage to or loss of personal property; transportation of household goods; claims against the government; lost, damaged or abandoned property; medical bills; determinations of dependency status; claims against commercial carriers, insurers, and contractors; dependent identification and privilege cards; official correspondence (including correspondence from Marines, their families, attorneys, doctors, lawyers, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties); internal routing and processing or personal affairs matters; and records of interviews and telephonic conversations.

Authority for maintenance of the system:

Title 10, U.S. Code 1071-1087, 1441-1455, 1475-1488, 2771 6148a, b, and d; Title 31, U.S. Code 240-243; Title 37, U.S. Code 401 and 551, et.seq.; Title 38, U.S. Code 765-770, 2021-2026; 50, U.S. Code 1436, and E.O. 11016; Title 5, U.S. Code 301.

Purpose(s):

To provide a record for use in the administration of programs concerning the personal welfare of Marines and their dependents and/or survivors to include decedent affairs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Records are used by intelligence and other government agencies assisting in the investigation of circumstances of casualty and in accounting for personnel who are deceased (body not recovered), missing, captured, or detained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders vertical strip files, microfiche and card files stored in filing cabinets, shelves, tables and desks.

Retrievability:

Files are accessed and retrieved by subject matter and by individual. Identification of individual is by name or social security number.

Safeguards:

Building is located in controlled access area with security guards on 24 hour duty. Access to information contained in the files is limited to Officials and employees of Headquarters, U.S. Marine Corps acting in their official capacity upon demonstration of a need-to-know basis. Records held by field activities are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Locked and/or guarded offices.

Retention and disposal:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Death benefit data are retained for five years and then destroyed; records of emergency data are retained until the Marine's death or separation from active duty or active reserves; Department of Defense Reports of Casualty are retained for such period as deemed necessary, and then transferred to the Historical Division, Headquarters, U.S. Marine Corps; casualty statistics and rosters, and statistical reports are retained for such period as deemed necessary and then transferred to Historical Division, Headquarters, U. S. Marine Corps or destroyed as deemed appropriate; missing and captured personnel data and unusual miscellaneous casualty topic data are retained for such period as deemed necessary and then destroyed; files concerning dependency determination are retained for one year and then destroyed; files concerning veterans rights, benefits and privileges are retained indefinitely or until the member and all eligible survivors are deceased; files concerning correction of naval records are destroyed upon completion of action; files regarding adjudication of claims against the government are retained for six months and then destroyed; files containing information which could be considered to be derogatory nature are disposed of as directed by competent authority; all other files are retained for three years and then destroyed.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Correspondence pertaining to files maintained should be addressed to:

Commandant of the Marine Corps (Code MS)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202-694-3143

Correspondence should contain the full name, social security number and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD 214), discharge certificate, driver's license, social security card, or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:

Commandant of the Marine Corps (Code MS)
Henderson Hall, Building No.4, Room 10[illegible]A
Arlington, Virginia 22214
Telephone: Area Code 202-694-3134

Contesting record procedures:

The agency's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Marine Corps Manpower Management System;
Joint Uniform Military Pay System;
Marine Corps Military Personnel Records System;
Marine Corps Deserter Inquiry File;
Staff agencies and subdivisions of Headquarters, U.S. Marine Corps;
Marine Corps commands and organizations;
Other agencies of federal, state, and local governments;
Educational institutions;
Medical reports and psychiatric evaluations;
Financial institutions and other commercial enterprises;
Civil courts and law enforcement agencies;
Correspondence and telephone calls from private citizens initiated directly to the Marine Corps or via the U.S. Congress and other agencies;
Investigative reports;
American Red Cross and similar welfare agencies;
Veterans' Administration.

Exemptions claimed for the system:

None.

MMN00011

System name:

Source Data Automated Fitness Report System (SDAFRS).

System location:

Personnel Management Division, Manpower Department, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

Former, present and future U.S. Marine Corps active duty and organized Reserve Commissioned and Non-Commissioned Officers in the rank of sergeant and above.

Categories of records in the system:

System contains automated records created through optical scan of Marine Corps Fitness Reports, which are evaluations of duties performed and the manner of such performance. Fitness reports represent a comprehensive portrayal of the professional qualifications, personal traits and characteristcs and individual potential. Fitness reports include narrative comments, numerical grading and comparison with those peers rated by the commanding officer or other reporting senior of the individual addressed. Fitness reports contain personal identification such as name, rank, social security number, location and number of dependents, etc. in addition to individual evaluation data.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record for use by appropriate Marine Corps personnel in the screening and selection of individuals for promotion, duty assignment, career counseling and the administration of personnel resources.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the fitness report system.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper original of fitness report is exposed to SDAFRS scanning and then transferred to the personnel file jacket of the individual concerned and stored within the Marine Corps Military Personnel Records System.

Automated records are stored on magnetic tape.

Retrievability:

Paper original of fitness report is accessed by a combination of last name and social security number.

Automated records (magnetic tapes) are accessed by social security number.

Safeguards:

Building housing computer employs 24 hour security guards. Access to terminal is limited to authorized personnel to need to know basis. Distribution of printouts of information from the system is restricted to authorized persons in the performance of their assigned duties and destroyed after use.

Retention and disposal:

Records, both paper and tape, are permanent. Paper records are stored in the Marine Corps Military Personnel Records System. Tape records are removed from the active file to a historical file for retention according to appropriate magnetic record retention policies.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from:

The Commandant of the Marine Corps (Code MM)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone: Area Code 202/694-3122

Record access procedures:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code MM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Written requests for information should contain the individual's name, social security number, signature and the dates covered by the report(s) in question.

Personal visits may be made to Manpower Department, Headquarters, U.S. Marine Corps, Federal Office Building #2, Washington, D.C. 20380. For personal visits the individual should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code M), Headquarters, U.S. Marine Corps, Washington, D. C. 20380.

Record source categories:

Each officer and noncommissioned officer in the rank of sergeant and above provides the personal information on the fitness report form. The form is then submitted to the commanding officer or immediate superior (reporting senior) for completion of the evaluation portion of the form and forwarding to Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Exemptions claimed for the system:

None.

MMN00013

System name:

Personnel Management Working Files.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Members of the U.S. Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve.

Military personnel, federal employees, and dependents who apply through the Marine Corps for no-fee passports for Official travel to countries requiring a passport.

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine, former Marine or applicant.

Members of other services assigned to or serving with the Marine Corps.

Categories of records in the system:

File contains information pertaining to identification, recruitment, enlistment, commissioning, prior service, reenlistment or extension of enlistment, lateral occupational movement, civilian employment, letters of reference, education, training, career counselling, religious preference as provided by the individual, qualifications, intelligence and aptitude testing, classification, assignment, location addresses, promotions, reductions in rank, proficiency, conduct, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Conduct, courts-martial, personal history, investigations, security clearances, police and court records, civil arrests and convictions, birth and marriage certificates, divorce and other decrees, financial responsibility and letters of indebtedness, marital status, dependents, families' citizenships, passports, visas, travel and travel orders, leave records, transportation of dependents and household goods, pay records, claims against the government, decorations and awards, commendations, medical records to include psychiatric evaluations, disability proceedings, separation and retirement, Official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive, Legislative, and Judicial Branches of federal, state and local government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties (president, congressmen, etc.), personnel who apply to express a grievance through personal interviews with the Commanding General via the chains of command Article 1107.1, U.S. Navy Regulations (Request Mast), personal counselling.).

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record to facilitate personnel management actions and decisions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By Officials of duly established local state and federal courts as a result of court orders pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U.S. Marine Corps, by the U.S. Marine Corps, the Department of the Navy, or the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files, strip files, microfiche computer printouts from the Manpower Management System or the Joint Uniform Military Pay System and file folders. Files are stored in filing cabinets, on shelves and on tables in controlled access areas.

Retrievability:

Files are access and retrieved by subject and by the name and social security number.

Safeguards:

In compliance with the specified requirements for security of FOUO material.

Retention and disposal:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Promotion data is retained three years, then transferred to Historical Division, Headquarters, U.S. Marine Corps. Passport data is retained six years, then destroyed. Enlisted assignment data is retained two years, then destroyed. Certain officer assignment data is destroyed when the officer is released from active duty. Disability retirement data is retained two years from the date of removal of the individual from the Temporarily Disability Retirement list, then destroyed. Retirement correspondence is retained for one year following individual's retirement. Retirement files are retained until the individual's death. Personal counselling records are maintained one year, career counselling records are maintained within the individual's Official records. All other files are retained three years, then destroyed.

System manager(s) and address:

Local commanding officer.

Notification procedure:

Information may be obtained from the Commandant of the Marine Corps (Code MM), Headquarters, U.S. Marine Corps, Washington, D.C. 20380, the current command, the last duty station, or applicable activity.

Additional information concerning personnel assigned to Occupational Field 55 (Band) may be obtained from the Commandant of the Marine Corps (Code MPC), Headquarters, U.S. Marine Corps, Washington, D.C. 20380 Telephone: Area Code 202/694-4154.

Record access procedures:

Requests from individual's may be addressed to the Commandant of the Marine Corps (Code MM), Headquarters, U.S. Marine Corps, Washington, D.C., the current command or last duty station.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, the individual may visit the Personnel Management Division, Headquarters, U.S. Marine Corps, Federal Office Building #2, Washington, D. C. 20380 or Marine Corps commands and districts.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from Commandant of the Marine Corps (Code M), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Record source categories:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Marine Corps Deserter Inquiry File; staff elements and subdivisions of Headquarters, U.S. Marine Corps; Marine Corps field commands, organizations, activities; other components of the Department of Defense; agencies of federal, state, and local government, to include: civil courts and law enforcement, previous employers; financial institutions and commercial enterprises; educational institutions; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as member of Congress and other governmental agencies.

Exemptions claimed for the system:

None.

MMN00014

System name:

Work Measurement Labor Distribution Cards.

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Marine Corps employees, civilian, military and occasional summer hires funded by state and local programs.

Categories of records in the system:

Labor distribution cards which have been prepared by either the concerned individual or the supervisor to record the number of hours worked, the number of units produced by the employee, the function of the employee during that time, and the job number of the job. Also, the system contains summarizations of said card and computer input and output relative to said card.

Authority for maintenance of the system:

Title 10, U.S. Code 124; 133

Purpose(s):

To provide a record of labor distribution on individuals assigned to work organizations for use in the management of work assignments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Labor distribution cards are processed to capture the source data. The input cards are then filed in nonsequential order pending completion of the report cycle. Punch cards or their successor equivalent will be input into a computer program to prepare the work center list by individual.

Punch cards may be summarized on noncomputerized lists by individual. Such lists may be kept by the employees' supervisor.

Retrievability:

The information identified by individual is available only from the lists maintained by the work center supervisor within one year of the work week in question.

Safeguards:

The alphabetical listings are maintained by each work center supervisor.

Retention and disposal:

Lists are destroyed one year after the subject work week.

System manager(s) and address:

Commanding officer of activity.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Written requests from individuals should be addressed to the SYSMANAGER. Requests should include name of employee, work center number, and work week for which data is requested. Personal visits and telephone calls should be made directly to the employee's work center supervisor.

Contesting record procedures:

The information on the list is only that which was submitted by the employee and should be corrected during the work month. After that time, the manhours are entered on local and Headquarters reports and no corrective action is possible.

Record source categories:

No particular format required for request.

Exemptions claimed for the system:

None.

MMN00016

System name:

Accident and Injury Reporting System.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

Categories of individuals covered by the system:

Military or civilian employees who are involved in accidents which result in lost time, government or private property damage or destruction and personnel injury or death.

Categories of records in the system:

Name, rank, social security number, type of accidents and injuries.

Reports include consolidated accident injury report, and report of motor vehicle accident.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of all individuals involved in accidents for use in resolving the disposition of such accidents and establishing appropriate safety programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder, card files, punched cards, magnetic tape, and display boards.

Retrievability:

Name, SSN.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Five years - disposal per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, military police traffic accident investigation reports, accident injury reports, other records of the activity, witness, and other correspondents.

Exemptions claimed for the system:

None.

MMN00017

System name:

Armory Access and Individual Weapons Assignments.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

Categories of individuals covered by the system:

All personnel assigned government weapons.

All personnel authorized access to individual armories.

Categories of records in the system:

Records depict name of individual, type of weapon assigned, serial number of that weapon, accessories in the individual's possession, condition of the weapon and accessories, and individual's signature acknowledging receipt.

Name, rank, social security number of personnel authorized access to individual armories.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of weapons accountability, management and control of all U.S. Government weapons/accessories issued to personnel and to provide record of personnel authorized access to armory spaces.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, cards, punched cards, magnetic tapes.

Retrievability:

Records retained by name or weapons serial numbers.

Safeguards:

Access rosters and personnel weapons assignments are provided on a need-to-know basis only. Locked and/or guarded office.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity.

Exemptions claimed for the system:

None.

MMN00018

System name:

Base Security Incident Report System.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

Categories of individuals covered by the system:

Individual involved in or witnessing or reporting incidents requiring the attention of base security or law enforcement personnel.

Categories of records in the system:

Incident/complaint reports; witness statements; stolen property reports; military police investigator's report; military police motor vehicle accident and injury report; military police alert cards; military police property custody forms; tags, and disposition of evidence letters; military police field interview cards; military police desk blotter; use of force reports; traffic violation records; driving record reports; traffic court files; citations to appear before U.S. Magistrate; criminal investigation reports; civil court cases records; minor offense report; uniform violation report; narcotics reports; polygraphy examinations; letters of warning/eviction from base housing; letters of warning/barring from federal reservation; Armed Forces police reports; suspect photographic files; child abuse files; juvenile case files; valuable property receipt; vehicle impound files and vehicle towing reports; suspension of driving privileges and revocation letters assignment to absentee/ deserter escort duty; informant list; Master Crime index card; evidence record file; military police log/journal; breathalyzer report; criminal investigation file; and any other such report received by military police personnel in the official execution of their duties.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of individuals involved in incidents on base concerning base security or law enforcement for use in the disposition of cases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Local, state, and federal agencies - To provide to local, state and federal investigative agencies or court officials such information that properly falls within their purview requiring further investigation or court action.

To individuals in support of insurance claims and civil litigation involving base incidents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, metal filing cabinets, magnetic tapes.

Retrievability:

Name, social security number, case umber, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5, U.S. Code 552a (j) (2) as applicable, for additional information, contact the SYSMANAGER.

MMN00019

System name:

Drug/Alcohol Abuse Reporting Program.

System location:

Primary System - Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Decentralized Segments - Navy Drug Rehabilitation Centers, Navy and Marine Corps Counseling and Assistance Centers, Navy Regional Medical Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, Navy Correction Centers and local activities to which an individual is assigned. (See Directory of Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

All military personnel who have been tested for, identified, evaluated, apprehended, or rehabilitated for drug or alcohol abuse or who have been granted drug abuse exemption; or who are seeking assistance in drug or alcohol abuse programs.

All military personnel who have been granted drug abuse exemption.

All military personnel who are seeking assistance in drug or alcohol abuse programs.

Categories of records in the system:

Drug abuse identification/rehabilitation statistical reports, alcohol abuse identification/ rehabilitation statistical reports, grant of drug exemption report, request for disposition on drug dependent personnel, grant of exemption/rehabilitation case file to include medical evaluations, counselor evaluations, monthly progress reports, alcoholism education roster, and such correspondence or messages sent or sent by SYSMANAGER pertaining to the individual concerned. Urinanalysis specimen control register and military police drug/alcohol related offense reports.

Authority for maintenance of the system:

Title V, Pub.L. 92-129; Section 413, Pub.L. 92-255

Purpose(s):

To provide a record of all individuals participating in drug/alcohol abuse programs for use by Marine Corps Officials in the management of such programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Blanket 'routine uses' identified in the annual republication of Marine Corps systems of records in the Federal Register do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and disclosed only for the purposes and under the circumstances expressly authorized in Title 21, U.S.C., Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard in accessibility of such records except to the individual to whom the record pertains.

Within the Armed Forces or within those components of the Veterans Administration furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

Retrievability:

Name, social security number, case number. When names and social security numbers are removed, data is aggregated for use in research, management information, and planning.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Paper files are maintained for two years, then destroyed. Records stored on magnetic tapes are maintained indefinitely.

System manager(s) and address:

Commandant of the Marine Corps, (Code MPH), Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Written requests should be addressed to the Commandant of the Marine Corps (Code MPH), Headquarters, U.S. Marine Corps, Washington, D. C. 20380. Requests must contain full name, social security number, military status, address and signature of requester. (Those inquiring about records at Confinement Centers must have their signature notarized, if not confined at time of request.) Individuals may visit the Commandant of the Marine Corps, (Code MPH), located in the Arlington Annex (FOB-2) Columbia Pike and Arlington Ridge Road, Arlington, VA, for assistance with records at that location; individuals may also visit local activities concerned (See Directory of Department of the Navy Mailing Addresses). Individuals must provide proof of identification such as military identification card, driver's license, or other picture-bearing identification.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, medical personnel, military police or other correspondences.

Exemptions claimed for the system:

None.

MMN00020

System name:

Pet Registration.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

Categories of individuals covered by the system:

Owners of pets residing on Naval reservations.

Owners of pets in quarantine as the result of biting complaints.

Owners of pets whose pet is subject of nuisance complaints.

Categories of records in the system:

Owners name, social security number, address and description of pet, tag number, vaccination and registration information.

Records of complaints for vicious animals or bites.

Record of complaints for nuisance pets.

Authority for maintenance of the system.

Title 5, U.S.Code 301, Departmental Regulations, Federal, State, and Local Regulations, as applicable.

Purpose(s):

To provide a record of pet owners on base for use in the control of pets and to ensure appropriate innoculations in compliance with federal, state and local laws on animals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

Retrievability:

Name, social security number, case number.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresees.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Veterinary records and statements provided by pet owners, bit victims, military police, animal shelter, hospital personnel.

Exemptions claimed for the system:

None.

MMN00021

System name:

Weapons Registration.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

Categories of individuals covered by the system:

All individuals, military or civilian, registered firearms or other weapons with Provost Marshal.

All individuals who purchase a firearm or weapon at authorized exchange activities.

Any individual who resides in government quarters who possesses privately owned firearms.

Categories of records in the system:

Weapon registration cards, weapon permit cards, notification to commanding officers of failure to register a firearm purchased at authorized exchanges, exchange notification or firearm purchase. Such records showing name, rank, social security number, organization, physical location of subject weapon, weapon description and such other identifiable items required to comply with all federal, state, and local weapons registration ordinances.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Departmental regulations; federal, state and local regulations as applicable.

Purpose(s):

To provide a record of weapons registered to individuals on base to ensure proper control of firearms/weapons and to monitor purchase and disposition of firearms/weapons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

Retrievability:

Name, social security number, organization, caliber and gage of weapon.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded offices.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of activity, investigators, witnesses and correspondents.

Exemptions claimed for the system:

None.

MMN00022

System name:

Vehicle Control System.

System location:

Organizational elements of the U.S. Marine Corps as listed in the Directory of Department of the Navy Activities.

Categories of individuals covered by the system:

All individuals that have motor vehicles, boats, or trailers registered at a particular Naval installation or either a permanent or temporary basis.

All individuals who apply for a Government Motor Vehicle Operator's license.

All individuals who possess a Government Motor Vehicle Operator's license with authority to operate government motor vehicles.

Categories of records in the system:

File contains records of each individual who has registered a vehicle on the installation concerned to include decal data, insurance information, state of registration and identification. File also contains notations of traffic violations, citations, suspensions, applications for government vehicle operator's I.D. card, operator qualifications and record licensing examination and performance, record of failures to qualify Government Motor Vehicle Operator's permit, record of government motor vehicle and other vehicle accidents, information on student driver training, and identification for parking control.

Records of traffic violations, citations and suspensions. For government motor vehicle operators: Application for vehicle operator's I.D. card: Operator qualifications and record of licensing examination and performance, record of failures Government Motor Vehicle Operator's permit, record of issue of SF-46, Record of Government Motor Vehicle accidents, standard Form 91 accident report, record of SF-46 suspensions/revocations, record of MOJT student driver's training.

Identification of parking control.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of each individual who has registered a vehicle on an installation to include a record on individuals authorized to operate official government vehicles.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

To assist federal, state, and local law enforcement agencies in the official execution of their duties when disclosure of such records is warranted.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

Retrievability:

Name, social security number, case number, organization, decal number, state license plate number, vehicle description.

Safeguards:

Records are maintained in areas accessible only to authorized personnel. Areas are locked during nonduty hours and buildings are protected by security guards.

Retention and disposal:

Records are maintained for one year after transfer or separation from the installation concerned. Paper records are then destroyed and records on magnetic tapes are erased.

System manager(s) and address:

Commanding officer of the activity in question. See Directory of the Navy Mailing Addresses.

Notification procedure:

Information may be obtained from the system manager. Written requests should contain full name and social security number. Individuals visiting the installation concerned should provide proper identification such as military identification, driver's license or other suitable identification.

Record access procedures:

Requests for access should be addressed to the system manager. Written requests should contain full name and social security number. Individuals visiting the installation should provide proper identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

MMN00027

System name:

Marine Corps Military Personnel Records Access Files.

System location:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

All officials and employees of the Department of the Defense authorized to draw Marine Corps military personnel records and, except for agents of Secret Service, Federal Bureau of Investigation and Naval Investigative Service which agents are granted access by presentation of credentials, all designated, justified and approved law enforcement/investigative personnel of other federal agencies permitted access to Marine Corps military personnel records at Headquarters, U.S. Marine Corps only.

Categories of records in the system:

Authorization cards submitted by Officials of HQMC and DOD granting individual authority to order Headquarters, U.S. Marine Corps official military personnel records.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of Officials and employees of the Marine Corps authorized to draw and/or review Marine Corps military personnel records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Looseleaf Binder and Card Index Files.

Retrievability:

Alphabetical and by agency.

Safeguards:

Building employs security guards.

Retention and disposal:

Destroyed upon cancellation of access authorization.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U. S. Marine Corps, Washington, D. C. 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U.S. Marine Corps, Washington, D.C., Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:

Commandant of the Marine Corps
Headquarters, U.S. Marine Corps (Code MSRB)
Washington, D.C. 20380
Telephone Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Staff agencies and subdivisions of Headquarters, U.S. Marine Corps.

Other staff agencies of th Department of Defense.

Law enforcement/investigative divisions of other federal agencies.

Exemptions claimed for the system:

None.

MMN00032

System name:

Personal History Card File.

System location:

Provost Marshal's Office, Marine Corps Base, Camp Lejeune, North Carolina 28542.

Categories of individuals covered by the system:

All individuals, both military and civilian, employed aboard Marine Corps Base, Camp Lejeune, North Carolina.

Categories of records in the system:

Personal History Card (MCBul 12290). Contains personal identifying information and where employed.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of individuals at work site for rapid location for law enforcement purposes and issuance of civilian identification cards to employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in metal card trays.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in a secure area accessible only to authorized personnel. The File Room is under constant surveillance during working hours and is locked after working hours.

Retention and disposal:

Records are retained until the card expires, then destroyed by burning.

System manager(s) and address:

Commanding General (Attn: Provost Marshal), Marine Corps Base, Camp Lejeune, North Carolina 28542. Telephone: Area Code 919/451-2455.

Notification procedure:

Inquiries by individuals will be answered upon satisfactory identification of the requester to the SYSMANAGER.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and civilian personnel employed aboard Marine Corps Base, Camp Lejeune, North Carolina; Provost Marshal administrative personnel.

Exemptions claimed for the system:

None.

MMN00034

System name:

Personnel Procurement Working Files.

System location:

Headquarters, U.S. Marine Corps
Personnel Procurement Branch, Marine Corps Districts
Recruiting Stations
Officer Selection Offices
Organized Marine Corps Reserve units
U.S. Marine Corps recruiting substations
Inspector-Instructor staff

Categories of individuals covered by the system:

Civilians and prior service individuals who are prospective applicants for enlistment in the Marine Corps, Marine Corps Reserve or a Marine Officer program, individuals on which a written waiver for enlistment has been requested; Platoon Leader Class Candidates receiving financial assistance while attending college; all individuals applying for various officer programs; Marine Corps Reserve enlistees who are serving on their 6 months active duty prior to return to Organized Marine Corps Reserve unit maintaining their record; Personnel enlisted in the Marine Corps Reserve assigned to a formal school upon enlistment; Secondary school students who participated in the Marine Corps Youth Physical Fitness meet held annually in Washington, D.C., and the coach fielding each team; any individual recommended for enlistment in the Marine Corps by a recruiting officer even though the applicant does not meet the enlistment requirements set forth in current guidance as set forth by the Commandant of the Marine Corps.

Categories of records in the system:

All files contain name (last, first, middle,(maiden, if any), Jr., Sr.), social security number, home of record. Files relating specifically to enlistment or officer procurement contain citizenship, sex, race, ethnic group, present address, marital status, number of dependents, date of birth, religious reference, highest grade completed, selective service system data, foreign language and skill, driver's license information, mental and aptitude test results, medical examination result, delayed enlistment program information, accession data, educational experience, citizenship verification, history of prior military service, names of relatives to include date and place of birth, present address and citizenship, listing of commercial life insurance policies and number, relatives and alien friends living in foreign countries to include name and relationship, age, occupation, address and citizenship, all previous residences since 10th birthday, previous employment record to include company name and address, job title and supervisor's name, data concerning previous employment by foreign governments, prior membership in youth programs, history of foreign travel. Declarations from the individual concerning: previous rejection by the Armed Forces of the United States, conscientious objector status, previous deserter status, retired pay, disability allowance, or severence pay or a pension from the Government of the United States, status as only child; understandings by the applicant; date of interview and name, organization, title of interviewer; history of prior use of drugs except as prescribed by a licensed physician; martial status and dependency; membership in groups for purpose of unlawful overthrow of the Government; history and record of involvement with police or judicial authorities, parental/guardian consent for enlistment; enlistment options; current income; whether own, buying or renting present residence; outstanding debts to include total amounts and monthly payments; status of savings account and checking account; spouses' employment and monthly income; police checks, character references; record of prior service; court documents; marriage certificates; birth certificates; record of medical record of medical examination; record of examination; record of medical history; consultations statement of personal history; divorce decrees; death certificates; photographs; high school diploma; college diploma; grade transcript; General Educational Development certificates of high school equivalency; sole surviving son statements; statement of understanding; wife's consent form; applications for General Educational Development certificates of high school equivalency. Files relating to Marine Corps personnel on active duty contain information pertaining to name, social security number, sex, unit of assignment, home of record, education, Armed Services Vocational Aptitude Battery Test scores, vision, military occupational specialty training information, Quota Serial Number, training authorized.

Authority for maintenance of the system:

Title 5, U.S.Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record on individuals for use in the execution of Official duties with regard to personnel procurement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder. Records are maintained in areas accessible only to authorized personnel.

Retrievability:

Individuals listed in alphabetical order according to program.

Safeguards:

Access is limited to Reserve unit command, recruiting, and administrative personnel and law enforcement or Federal agents upon presentation of proper credentials.

After working hours the office and building is locked.

Retention and disposal:

Maintained for two years or until prospect, applicant, candidate or Reservist changes status.

System manager(s) and address:

Commander of unit holding file.

Notification procedure:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 or driver's license.

Record access procedures:

The agency's rules for access to records may be obtained form the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

High school lists, DD 214's prospect interviews/referrals, local newspapers, youth fitness programs, individual contacts, Marine Corps officials.

Exemptions claimed for the system:

None.

MMN00035

System name:

Truth Teller/Static Listings.

System location:

The Commandant of the Marine Corps
Headquarters, U.S. Marine Corps
Washington, D.C. 20380

Categories of individuals covered by the system:

All present and former members of the U.S. Marine Corps.

Categories of records in the system:

The system comprises non-automated records of basic information (Name, Military Service Number/Social Security Number, Pay Entry Base Date, Home of Record (State and County) and Date of Birth) pertaining to all individuals who ever served in the U.S. Marine Corps.

Authority for maintenance of the system:

Title 10, U.S. Code Section 5201

Purpose(s):

To provide a record for identification of all members and former members of the Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, binders, and microfilm cartridges.

Retrievability:

Name, Military Service Number and Social Security Number.

Safeguards:

Records maintained in locked room. Building employs security guards.

Retention and disposal:

Permanent.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D. C. 20380

Notification procedure:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U.S. Marine Corps, Columbia Pike and Arlington Ridge Road, Arlington, Virginia, Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his drivers license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:
Commandant of the Marine Corps (Code MSRB)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380
Telephone Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Enlistment and Officer Acceptance Contracts.

Exemptions claimed for the system:

None.

MMN00036

System name:

Identification Card Control.

System location:

All U.S. Marine Corps units.

Categories of individuals covered by the system:

Regular and Reserve Marines including retired and disability retired and their dependents who have been issued an Identification Card.

Categories of records in the system:

Log book contains name, rank, social security number, and card number, issue date, expiration date, signature of person card issued to and signature of issuing person.

Authority for maintenance of the system:

Title 5, U.S.Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of identification cards issued to military members for accountability purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

These records are kept in a log book.

Retrievability:

By type card, chronologically by date also retrievable by name.

Safeguards:

The log books are stored in a locked container in a location which is locked after working hours. A guard is located in the general area.

Retention and disposal:

Two years from date of closing entry.

System manager(s) and address:

Unit Commanders.

Notification procedure:

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officers Qualification Record/Service Record Book of individual application for dependents privilege card, correspondence from Headquarters, U.S. Marine Corps.

Exemptions claimed for the system:

None.

MMN00037

System name:

Library Patron File.

System location:

System is decentralized - maintained at Marine Corps commands, organizations and activities having libraries.

Categories of individuals covered by the system:

All active, reserve and retired military personnel, their dependents, and others who are entitled to use and borrow material from Marine Corps libraries.

Categories of records in the system:

The library patron file may contain the following information pertinent to each individual: Name, rank, social security number; organization and organization address and phone number; home address and home phone number; names and ages of dependents; title of materials borrowed; date borrowed; date returned; and notation of monetary settlement if borrowed material was lost or damaged.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of library patrons who are entitle to use and borrow material form Marine Corps libraries.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of files.

The Comptroller General of the U.S. - By Comptroller General or any of his authorized repesentatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files.

Retrievability:

File alphabetically by last name of patron.

Safeguards:

Library is locked when not in use. Only authorized personnel have access to records during working hours.

Retention and disposal:

Records are maintained for up to seven years, based on library usage. After retention period records are destroyed.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from the library in question; addresses are as contained in the Navy Standard Distribution List (OPNAV P09B3-107).

Record access procedures:

Requests from individuals should be addressed to the commander of the Marine Corps command, organization or activity that maintains the library in question.

Written requests for information should contain the full name of the individual, social security number, organization to which assigned when library utilized, and current address.

For personal visits the individual should be able to provide acceptable personal identification during normal hours of library operation.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from individual concerned, library director and library staff.

Exemptions claimed for the system:

None.

MMN00038

System name:

Amateur Radio Operator's File.

System location:

Marine Corps activities.

Categories of individuals covered by the system:

All amateur radio operators who operate at Marine Corps activities.

Categories of records in the system:

File contains name, Federal Communications Center license number, operating frequency, type of equipment and home address.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U. S. Code 5031

Purpose(s):

To provide a record of all amateur radio operators at Marine Corps activities to ensure proper radio management by communications center personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3x5 card in metal file box.

Retrievability:

Alphabetical.

Safeguards:

Security area.

Retention and disposal:

Destroyed upon departure from Marine Corps activity.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Information may be obtained from:

Commanding Officer of activity concerned.

Record access procedures:

Requests from individuals should be addressed to the SYSMANAGER.

Written requests for information should contain the full name and grade of the individual.

For personal visit, the individual should be able to provide valid personal identification such as an employee badge, driver's license, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual.

Exemptions claimed for the system:

None.

MMN00039

System name:

Citizen Band Radio Request and Authorization File.

System location:

Communication Electronics Office Marine Corps activities.

Categories of individuals covered by the system:

All personnel who desire to operate amateur/citizen band radios at Marine Corps installations.

Categories of records in the system:

Amateur/Citizen Band Radio Operation Request and Authorization Form.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of individuals who have requested and are authorized to operate amateur/citizen band radios.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Papers filed in three-ring binder.

Retrievability:

Numerically by card number.

Safeguards:

Located in a secure area that is manned on a 24-hour basis.

Retention and disposal:

Retained for one (1) year and if not renewed, the form is destroyed by burning or shredding.

System manager(s) and address:

Commanding officer of activity in question. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Request information from SYSMANAGER.

Record access procedures:

Rules for access may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual requester and Communication Electronics Officer.

Exemptions claimed for the system:

None.

MMN00040

System name:

Individual Training Records/Training Related Matters.

System location:

System is decentralized - maintained at all Marine Corps commands, organizations and activities, Regular and Reserve.

Categories of individuals covered by the system:

All military personnel assigned, attached to or serving with a Marine Corps command, activity or organization to include recruit training, formal military schools, operational units and training facilities.

Categories of records in the system:

The individual training record may contain the following information pertinent to each individual: Name, rank, social security number, age, sex, military occupational specialty or specialties, date joined unit, date of end of active service, date of birth, proficiency and conduct scores, physical fitness test scores, rifle and pistol qualification scores, gas mask size, blood type, leadership proficiency, military school and correspondence course records and results, special training qualifications, weight and physical characteristics, medical record extracts addressing weight control and physical fitness, human relations training experience, troop information exposure, general military subject test results, water survival qualification, instructor qualifications, specialized equipment qualification, personal counseling records, foreign language qualifications, inspection results, etc.

In the case of recruit training, special data as reflects remedial training, counseling, weakness or excellence, recruit questionnaires and reading evaluations may be included.

For personnel attending formal schools, evaluation information and data reflecting successful completion or termination for cause may be included.

Authority for maintenance of the system:

Title 5, U.S.Code 301; Title 10, U. S. Code 5031

Purpose(s):

To provide a record of all training received by members on active duty in the Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By Officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, loose-leaf notebooks and card index files.

Retrievability:

Files are retrievable by name and cross filed by social security number.

Safeguards:

Records are retained in controlled access areas and handled by trained and cleared personnel on a strict 'need-to-know' basis.

Retention and disposal:

Files are retained during the period the individual is assigned to the activity maintaining the record. Upon transfer of the individual concerned, records are transferred with the individual or destroyed.

In the case of drill instructor or recruit records, records are maintained for four years after departure of individual, then destroyed.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from the commander of the Marine Corps command, organization or activity to which the individual is assigned for duty or training.

Record access procedures:

Requests from individuals should be addressed to the commander of the command, organization or activity to which assigned for duty or training. Addresses are as contained in the Navy Standard Distribution List (OPNAV P09B3-107).

Written requests should contain name, rank, social security number and dates assigned to the activity addressed. In cases where individual attended a formal school, name of course and course number should be included if available.

Personal visits may be made to the activity in question any normal work day between 8:00 a.m. - 4:30 p.m. For personal visits individual should be able to provide valid personal identification.

Contesting record procedures:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Training performance, evaluations, on-the-job performance evaluations, individual and instructor evaluations, individual service records, Manpower Management System, test and inspection results and training correspondence addressing individual concerned.

Exemptions claimed for the system:

None.

MMN00041

System name:

NonAppropriated Fund (NAF) Employee File.

System location:

Primary system-Marine Corps Exchange Service Branch, Facilities and services Division, Installations and Logistics Department (Code LFE), Headquarters, U.S.Marine Corps, Washington, D.C. 20380.

Decentralized segments-Marine Corps commands employing NAF personnel (see the organizational elements of the Marine Corps as listed in the Department of the Navy address directory appearing in the Federal Register).

Categories of individuals covered by the system:

Personnel, to include off-duty military personnel, applying to or hired by Marine Corps commands which salaries are paid with NAF. File covers NAF employees whose employment was terminated for cause and those who resigned while the subject of a formal investigative proceedings.

Categories of records in the system:

Records may contain any of the following documents and information on NAF employees - name, home address, home and office telephone number, social security number, employee application, personal history statement, reference data, education, work experience, photograph, work permit, union participation, date of birth, emergency contact information, employee number, military grade (if applicable), job description, job assignment, application for group insurance and retirement plans (or signed waiver), leave and pay data, performance reviews, reports of physical examinations, reports of accident/traffic violations, warning notices of excessive absence and tardinees, reports of grievances hearings/disciplinary acion, record of court attendence, certified copy of completed military order for any annual duty tours with recognized military Reserve organizations, security clearance data, bad debt notices, employment compensation documents, commendations and awards, separation information (to include the mailing address of the command from which the individual was separated.)

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To maintain NAF personnel records on employment acceptability , assignments, pay, promotion, performance evaluations, security, growth potential, leave, awards, benefits and entitlements, disciplinary and grievances proceedings, appeals, discrimination complaints, retirement/separation, terminations, physical evaluations and audits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the beginning of the published Marine Corps systems notices in the Federal Register. In addition, the following routine uses apply.

By court order in connection with matters before a federal, state or municipal court.

To investigative, security and law enforcement agents Federal agencies who have submitted written requests for access to the file, with jurisdiction thereof, pertaining to the conduct of Government business under their respective jurisdictions and the names of specified agents having a need for such access.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and binders, magnetic tapes and disc.

Retrievability:

Alphabeticaly, by social security number or NAF identification number.

Safeguards:

Respective commands employ one or more safeguards such as locked containers, locked rooms, locked buildings, access by authorized personnel only, and employment of security guards.

Retention and disposal:

Records are maintained for period of employment plus five years. Records of employees transferring to another NAF activity are transferred to the new activity. Records of separated employees are transferred to the National Personnel Record Center, 111 Winnebago Street, St. Louis, Missouri 63118.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (Code LFE), Washington, D.C. 20380

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Request should be address to the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee applications, personal interviews, former employers and supervisors, investigative and law enforcement agencies, originators of correspondence, employee references, schools, physicians and employing command.

Exemptions claimed for the system:

None.

MMN00042

System name:

Marine Corps Locator Files.

System location:

System is decentralized - maintained at Marine Corps commands, organizations and activities.

Categories of individuals covered by the system:

A locator file of assigned military and civilian personnel.

Categories of records in the system:

Locator files may contain any of the following information on officer, enlisted and civilian personnel assigned to respective commands, organizations and activities of the Marine Corps: Name, rank/grade, date of rank, selection for promotion, social security number, billet title, lineal number, Table of Organization line number, home address and telephone number, office code, room number and telephone number, new mailing address of transferred personnel, prior mailing address of newly assigned personnel, marital status, name of spouse, names of children, name and address of next of kin, military occupational specialty, date of birth, pay entry base date, expiration of active service date, home state, educational background, state where admitted to bar, identification badge number, payroll number, government vehicle drivers license date, rotation tour date, overseas control date, date report to respective command, organization or activity, occupation address and telephone number of inactive Reserves and security clearance data.

Authority for maintenance of the system:

Title 5, U.S. Code 301

Purpose(s):

To provide a record of location of both military and civilian personnel for use in the execution of official duties by Marine Corps personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General of any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to th Marine Corps.

U.S. Postal Service - By duly designated Postal Officials pertaining to matters properly within the purview of the U.S. Postal Service.

Courts - By Officials of duly established local, state, and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Books, cards, rosters, strip files, file folders, loose leaf binders, log books, embossed plates, microfilm/fiche or magnetic records and discs.

Retrievability:

The data contained on magnetic records can be displayed on cathode-ray tubes, computer printed on paper, and converted to microform for information retrieval; the data in file folders and other documents is retrieved manually. Normally, all types of records are retrieved by social security number and name.

Safeguards:

Marine Corps commands, organizations and activities employ one or more safeguards such as limited controlled distribution, employment of security guards, accessibility by authorized personnel only, locked containers, locked rooms or locked building.

Retention and disposal:

Permanent. Updated as required.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, D.C. 20380.

Notification procedure:

Information may be obtained from the individual command, organization or activity to which individuals are assigned for duty. Addresses are as listed in the Navy Standard Distribution List (OPNAV P09B3-107).

Record access procedures:

Individuals may visit or request information by correspondence to the individual command, organization or activity as listed in the Navy Standard Distribution List (OPNAV P09B3-107).

Written requests for information should contain full name of the requester, his social security number and his signature.

For personal visits, the individual will be required to provide such proof of identification as his drivers license, his active, Reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD Form 214) or such other data sufficient to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Service Record Book, Officer Qualification Record, Manpower Management System, Reserve Personnel Management Information System, Unit Diaries, Combined Lineal Lists of active duty and reserve commissioned and Warrant Officer, Tables of Organization, Official Orders, Civilian Personnel Records, other Marine Corps activities, and individuals concerned.

Exemptions claimed for the system:

None.

MMN00043

System name:

Marine Corps Recreation Property Records and Facilities.

System location:

Marine Corps activities maintaining recreation files.

Categories of individuals covered by the system:

Authorized personnel to utilize special services facilities.

Categories of records in the system:

Usage data records on each activity.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of all personnel authorized to use recreation property and facilities at Marine Corps activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Congress of the U.S. - By the Senate or the House of Representatives of the U.S. or any committee or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U.S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders.

Cards files and usage logs.

Retrievability:

Alphabetical by name for property cards.

By activity usage logs.

Safeguards:

Records are maintained in a metal file in the recreation property compound and athletic/ recreation office. During non-operating hours, the activity is locked.

Retention and disposal:

Usage logs are maintained for one to four years.

Until equipment is returned or recreation fund is reimbursed.

System manager(s) and address:

Local Commanding Officers. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Local Commander.

Record access procedures:

Information may be obtained from local Commander.

Contesting record procedures:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual activities, individuals, ID cards.

Exemptions claimed for the system:

None.

MMN00044

System name:

Equal Opportunity Information and Support System.

System location:

Commandant of the Marine Corps (Code MPH), Headquarters, U.S. Marine Corps, Washington, D. C. 20380 and all Marine Corps activities. See organizational elements of the U.S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

Categories of individuals covered by the system:

Marine Corps military personnel who submit complaints of discrimination and Marine Corps military personnel who are under formal or informal investigation as a result of complaints of discrimination.

Categories of records in the system:

Correspondence and records compiled pursuant to the processing of a complaint concerning discrimination, incident data, endorsements and recommendations, formal and information investigations concerning aspects of equal opportunity.

Authority for maintenance of the system:

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e-16(b) and (c).

Purpose(s):

To provide a record of military personnel who have submitted complaints of discrimination and a record of any formal or informal investigation as a result of the discrimination complaint.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related in equal opportunity matters.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files of Marine Corps military personnel. When required by Federal Statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files and file folders.

Retrievability:

Files are retrieved alphabetically by name of the complainant or by the name of the individual who is the subject of the complaint.

Safeguards:

Files are stored in filing cabinets. After normal working hours, rooms are locked. Building is located in controlled access area with security guards on 24 hour duty. Access to files is limited to official capacity on a need-to-know basis. Files held by field activities are maintained in areas accessible only to authorized personnel that are properly training.

Retention and disposal:

Records disposed of two years after administrative closing of the case.

System manager(s) and address:

Commandant of the Marine Corps (Code MPH), Attn: Equal Opportunity Officer, Headquarters, U.S. Marine Corps, Washington, D.C. 20380, telephone 202-694-2895.

Notification procedure:

Correspondence pertaining to files maintained should be addressed to: Commandant of the Marine Corps (Code MPH), Headquarters, U. S. Marine Corps, Washington, D.C. 20380.

Written request for information should contain the individual's name, social security number, and signature.

Personnel visits may be made to Headquarters, U.S. Marine Corps (Code MPH), Columbia Pike and Arlington, Ridge Road, Arlington, Virginia 22214. Individuals should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, passport, credit cards, etc.

Record access procedures:

Requests should be addressed to the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual are contained in SECNAVINST 5211.5C and 32 CFR 701.1 et.seq. Additional information may be obtained from the System Manager.

Record source categories:

Individual concerned, other systems, investigations, witnesses and correspondents.

Exemptions claimed for the system:

None.

MMN00045

System name:

Automated Systematic Recruiting Support System (ASRSS).

System location:

The system will be operated at each Recruiting Station, District Headquarters, and Marine Corps Recruit Depot within the Marine Corps. See organizational elements of the U.S. Marine Corps as listed in the Directory of the Navy Activities.

Categories of individuals covered by the system:

All Marine Corps Regular and Reserve recruits.

Categories of records in the system:

File contains information voluntarily provided by recruits as contained on the Application for Enlistment - Armed Forces of the United States.

Authority for maintenance of the system:

Title 10, U.S. Code 301, Departmental Regulations.

Purpose(s):

To provide a record on all Marine Corps recruits for use in tracking recruits from entry through recruit training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The file will be stored via on-line magnetic disk with backup on magnetic tape. Backup audit trail record will be available at the point-of-entry.

Retrievability:

Standard reports and ad hoc retrievals are generated from remote terminals using a data base management system. Additionally, updates and record browsing may be accomplished in the interactive mode through keying social security number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

'Hard copy' or paper output from the system is stored in locked containers.

System software contains user passwords to lock out unauthorized access.

Software contains partitions to limit access to appropriate organizational level.

Retention and disposal:

On-line magnetic records will be maintained for one year after completion of recruit training. Records are then retired to a 'history file' where they will be retained for a period of four (4) years and then destroyed.

System manager(s) and address:

Commandant of the Marine Corps (Attn: Deputy Chief of Staff for Manpower), Headquarters U.S. Marine Corps, Washington, D. C. 20380.

Notification procedure:

Requests from individuals for information concerning their ASRSS records should be addresed to the Commandant of the Marine Corps (Code MPI-40), U.S. Marine Corps, Washington, D. C. 20380. Requesting individual should supply full name and social security number.

The requester may also visit any Marine Corps Recruiting Station to determine whether ASRSS contains records pertaining to him or her. In order to personally visit a Recruiting Station and obtain information, individuals must present proper identification such as military identification, if a service member, driver's license, or some other suitable proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

The Recruiting Station, Marine Corps Recruit Depot, and the individual recruit are the sources of the information contained in the ASRSS record for that person.

Exemptions claimed for the system:

None.

MMN00046

System name:

Recruit-Incident System.

System location:

Marine Corps Recruit Depot, Parris Island, South Carolina 29905 and Marine Corps Recruit Depot, San Diego, California 92140.

Categories of individuals covered by the system:

All Marine Corps military personnel who have violated recruit training standard operating procedures.

Categories of records in the system:

Identifying information consisting of name, grade, last four digits of social security number, unit, date of offense, source of allegation, type of action, date of action, type of abuse, charges and description of charges, and whether or not individual is relieved of duties.

Authority for maintenance of the system:

Title 5, U.S. Code 301, Departmental Regulations; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of all drill instructors who have abused recruits for use in reporting to officials at Headquarters Marine Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the Head of the published Marine Corps system notices in the Federal Register.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The file is stored in hard back binders.

Retrievability:

Records retrieved by name or last four digits of social security number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel only during normal working hours. After normal working hours, rooms are locked and the buildings are controlled by security guards who are properly cleared and trained.

Retention and disposal:

Information in hard back binders maintained three years from the recruit incident and then destroyed.

System manager(s) and address:

Depot Instructor, Marine Corps Recruit Depot, Parris Island, South Carolina 29905 and Depot Inspector, Marine Corps Recruit Depot, San Diego, California 92140.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests should be addressed to the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual are contained in SECNAVINST 5211.5A and 32 CFR 701.1 et. seq. Additional information may be obtained from the SYSMANAGER.

Record source categories:

Information obtained from courts-martial or office hours proceedings.

Exemptions claimed for the system:

None.

MMN00047

System name:

Officer Slate File System.

System location:

Officer Assignment Branch, Personnel Management Division, Headquarters, U.S. Marine Corps (Code MMOA), Washington, D.C. 20380.

Categories of individuals covered by the system:

Active duty officers and enlisted personnel selected for warrant officer whose active duty component code is 11 thru 13, C1 thru C6, and CH.

Categories of records in the system:

The Officer Slate File contains assignment data pertinent to each individual officer's future assignment and sufficient data relative to his present assignment to determine the billet to which the officer is assigned.

Authority for maintenance of the system:

10 U.S.C. 5031, Secretary of the Navy; responsibilities.

Purpose(s):

To provide a record of assignment data on officers for use in affecting an officer's assignment to the next duty station.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic discs and back-up generations are stored on magnetic tape. Back-up tapes are maintained for approximately one week and then erased.

Retrievability:

Records are accessed by social security number.

Safeguards:

a. Hard-wired terminals which operate on an on-line interactive mode support this system. System information is protected by the following software features: User account number; user identification number; password, and the file is in a 'restricted' status for use by the Officer Assignment Branch only.

b. Access to the building in which the terminals and computer system is protected by a security agency and requires positive identification for admission. Access to the terminals is under the control of authorized personnel during working hours. Office spaces in which the terminals are located are locked after working hours, and checked in the evening by the designated staff duty officer at Headquarters Marine Corps.

Retention and disposal:

Records are retained for the period an officer is on active duty. Officers reporting to active duty are added to the file automatically and those officers being transferred to other than active duty status are deleted from the file automatically. This process occurs once each week to coincide with the updating of the Manpower Management System. Back-up generations are retained for approximately one week in the event a systems failure/error requires the file to restored. After this time the back-up tape is erased.

System manager(s) and address:

The Commandant of the Marine Corps (Code MMOA)
Headquarters Marine Corps
Washington, D.C. 20380
Telephone: (202) 694-3078

Notification procedure:

Inquiries should be directed to the System Manager at the address indicated.

Record access procedures:

Requests from individuals should be address to: The Commandant of the Marine Corps (Code MMOA), Headquarters U.S. Marine Corps, Federal Office Building 2, Washington, D.C. 20380.

Written requests for information should contain the full name of the individual, date and place of birth, social security number and signature.

For personal visits, the individual should be able to provide military identification to ensure that the individual is the subject of the inquiry.

An active duty officer may obtain future assignment data on himself by telephone by contacting his assignment monitor and providing sufficient information to properly identify himself to his assignment monitor.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Information in the system is obtained from the officer's command, the individual officer concerned, officer assignment monitor and the Manpower Management System.

Exemptions claimed for the system:

None.

MMN00048

System name:

Performance Evaluation Review Board.

System location:

The Career Planning Branch (Code MMCP), Personnel Management Division, Headquarters, U.S. Marine Corps, Washington, D.C. 20380

Categories of individuals covered by the system:

Any member or former member of the Marine Corps who has submitted a petition to the Performance Evaluation Review Board.

Categories of records in the system:

The file contains identifying data on the petitioner, date of request, action requested, activity member attached to at time of alleged error, any subsequent board decisions and record of petitioner notification.

Authority for maintenance of the system:

10 U.S.C. 5031; U.S.C. 301

Purpose(s):

To provide a record of petitions submitted to the Performance Evaluation Review Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic disks and back-up generations are stored on magnetic tape; paper records are stored in file folders.

Retrievability:

Records are accessed by social security number and docket number.

Safeguards:

System information is protected by the following software features: User account number; user identification number; password and the file is restricted to authorized personnel only. The office where the terminal is located is locked after official working hours. Access to the building where the terminal and the computer system is located is protected by security guards who require positive identification for admission.

Retention and disposal:

Records are retained 1 year after completion of case and then destroyed by erasing magnetic tapes. Back-up tapes are maintained approximately 3 years and then erased.

System manager(s) and address:

Commandant of the Marine Corps (Code MMCP)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380

Notification procedure:

Inquiries should be directed to the system manager at the address indicated.

Record access procedures:

Requests for access should be addressed to the Commandant of the Marine Corps (Code MMCP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380. Written requests for information should contain the full name of the individual, social security number and signature. Individuals may inquire in person at the Career Planning Branch (Code MMCP), Federal Office Building #2, Columbia Pike and Arlington Ridge Road, Arlington, Virginia. For personal visits, the individual should provide military identification or driver's license for proof of identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained for the system manager.

Record source categories:

Information in the system is obtained form the individual, Manpower Management System and the Performance Evaluation Review Board.

Exemptions claimed for the system:

None.

MMN00049

System name:

Manpower Management Information System.

System location:

Marine Corps Base, Camp Lejeune, North Carolina

Categories of individuals covered by the system:

All Marines who are joined to Base organizations and filling a Table of Organization (T/O) line number; all non-chargeable military personnel who are administratively attached to Base organizations (except students); and wage grade employees assigned to Base and tenant units.

Categories of records in the system:

Files contain personal identification data such as name, social security number, pay grade, military occupational specialities, dates current tour began and other information extracted from the existing Manpower Management System and Naval Automated Civilian Manpower Information System master records.

Authority for maintenance of the system:

Title 10, U.S.C. 5031

Purpose(s):

To provide a record of all personnel joined to base organizations for identification by Table of Organization (T/O), administrative attachment or assignment to tenant unit.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the Blanket Routine Uses at the head of the published Marine Corps systems notices in the Federal Register.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tape and disk.

Retrievability:

Records are accessed by social security number and T/O line number.

Safeguards:

Building has a 24-hour security watch. Computer terminals and records and located in areas accessible only to authorized personnel that are properly screened, cleared and trained. Use of terminals requires knowledge of passwords. Terminals are physically locked when not being used by authorized personnel.

Retention and disposal:

Records on magnetic disk are retained form one file recreation to the next, generally one month. Magnetic tapes are forwarded to Headquarters, U.S. Marine Corps.

System manager(s) and address:

Assistant Chief of Staff for Manpower
Marine Corps Base
Camp Lejeune, North Carolina 28542
Telephone: (919) 451-2220

Notification procedure:

Requests from individuals should be addressed to the system manager. Written requests for information should contain the full name and social security number, date and place of birth and signature of the individual concerned. For personal visits, the indivdual should be able to provide identification bearing picture and signature or sufficient verbal data to ensure that the individual is the subject of inquiry.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained form the system manager.

Record source categories:

Information in the system is obtained from the Manpwoer Management System, the Naval Automated Civilian Manpower Information System, the Table of Manpower Requirements, from the individual's commanding officer or supervisor, and from the individual.

Exemptions claimed for the system:

None.

MMN00050

System name:

Drill Instructor Evaluation Files System.

System location:

Marine Corps Recruit Depot, Parris Island, South Carolina 29905-5001 and Marine Corps Recruit Depot, San Diego, CA 92140-5001

Categories of individuals covered by the system:

All Marine Corps personnel assigned to the drill instructor military occupational specialty.

Categories of records in the system:

All data required in the processing and training of drill instructors and execution of drill instructor duties.

Authority for maintenance of the system:

Title 10, U.S. Code 5031; E.O. 9397

Purpose(s):

To provide a record of training and quality of performance of Marine Corps personnel assigned as drill instructors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The files are stored in file folders.

Retrievability:

Records are maintained in areas accessible only to authorized personnel during normal working hours. After normal working hours, rooms are locked and the area is patrolled by military police.

Safeguards:

Records are maintained in areas accessible only to authorized personnel only during normal working hours, rooms are locked and the area is patrolled by military police.

Retention and disposal:

The files are stored for two years after completion of drill instructor duties and then destroyed.

System manager(s) and address:

Commanding Officer, Recruit Training Regiment, Marine Corps Recruit Depot, Parris Island, SC 29905-5001 and Commanding Officer, Recruit Training Regiment, Marine Corps Recruit Depot, San Diego, CA 92140-5001

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to record may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Information is obtained from instructors, units and civilians that were involved with training, evaluating and processing drill instructors.

Exemptions claimed for the system:

None.

MMN00051

System name:

Individual Recruiter Training Record.

System location:

Files are located at individual Recruiting Stations and Substations.

Categories of individuals covered by the system:

File contains training and performance information on recruiters.

Categories of records in the system:

All information pertaining to the training and performance of recruiters.

Authority for maintenance of the system:

Title 10, U.S. Code 5031; E.O. 9397

Purpose(s):

To provide a record of the performance of Marine Corps recruiters from initial training phase through completion of recruiting duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The files are stored in file folders.

Retrievability:

Records retrieved by name or last four digits of the service member's social security number.

Safeguards:

Records are accessible only to authorized personnel during normal working hours. After normal working hours, files stored in locked offices.

Retention and disposal:

The files are maintained two years after completion of recruiting duties, at which time they are destroyed.

System manager(s) and address:

Commanding General, Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC 29905-5001 and Commanding General, Marine Corps Recruit Depot/Western Recruiting Region, San Diego, CA 92140-5001

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full name. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written request must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to record may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Information is obtained from formal military schools, units and command officers.

Exemptions claimed for the system:

None.

MMT00001

System name:

Dependent (Title 6) Schools Records System.

System location:

Dependent (Title 6) Schools located at Marine Corps installations.

Categories of individuals covered by the system:

All students enrolled in Dependent (Title 6) Schools location at Marine Corps installations.

Categories of records in the system:

System consists of individual student records, master schedule, student schedule, student class lists, student scheduling cards, etc. Information consists of student academic performance, attendance, discipline, activities, aptitude, health and emergency record data to properly administer and assist the student while enrolled in the particular school or school system.

Authority for maintenance of the system:

Title 5, U.S. Code and Title 6 U.S. Code

Purpose(s):

To provide a record of all students enrolled in Dependent (Title 6) Schools at Marine Corps activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Other Federal Agencies - By Officials and employees of the other Federal Agencies in the execution of their assignment as such duties pertain to Dependent (Title 6) Schools.

State and Local Education Agencies - By Officials and employees of state and local education agencies in the execution of their Official duties as such duties pertain to Dependent (Title 6) Schools.

Courts - By Officials and employees of local, state, and federal courts as dictated by court order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders, machine workable cards, and other Data Processing mediums.

Retrievability:

Information is retrieved by student name or student number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel and handled by personnel who have been cleared and trained in handling of personnel information.

Retention and disposal:

Records are maintained during the period of student enrollment and for a period of up to three years after student departure from the rolls of the school. Records are then destroyed or retired to the Army Records Center, St. Louis, Missouri.

System manager(s) and address:

Superintendent of the school system in which the particular student is enrolled.

Notification procedure:

Information may be obtained from the particular school or school system in which the student is enrolled. Commanding General (Attn: Supt Depn Scol) Marine Corps Base, Quantico, Virginia 22134; Commanding General, (Attn: Supt Depn Scol), Marine Corps Base, Camp Lejeune, North Carolina 28542; Commanding Officer, (Attn: Supt Depn Scol), Marine Corps Air Station, Beaufort, South Carolina.

Record access procedures:

The rules for access to records may be obtained from the appropriate SYSMANAGER.

Contesting record procedures:

Rules for contesting the contents of records and appealing initial determinations by the individual concerned may be obtained from the appropriate SYSMANAGER.

Record source categories:

Information is obtained from individual concerned, his teacher, administrators, and other professional health and education personnel.

Exemptions claimed for the system:

None.

MMT00002

System name:

Marine Corps Institute Correspondence Training Records system.

System location:

Marine Corps Institute, Box 1775, Washington, D.C. 20013

Categories of individuals covered by the system:

All enrollees in Marine Corps Institute correspondence courses.

Categories of records in the system:

Records contain information for identifying enrollees, their addresses, their progress in the course of study, and the results of their final examinations.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031

Purpose(s):

To provide a record of all students enrolled in the Marine Corps Institute correspondence courses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, microfiche, magnetic tape, and magnetic disks.

Retrievability:

Name and SSN.

Safeguards:

Access provided on a need to know basis only. During non-working hours, the doors to the Institute are locked.

Retention and disposal:

Retained indefinitely.

System manager(s) and address:

Student Services Officer, Marine Corps Institute, Marine Barracks, Box 1775, Washington, D.C. 20013

Notification procedure:

Apply in writing to SYSMANAGER. Provide full name, social security number or service number, date of completion or enrollment, course number, and course title.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from enrollment applications and subsequent forms submitted by the enrollee, from the individual's commanding officer, from the Marine Corps Manpower Management System, and from Marine Corps Automated Services Center, Kansas City.

Exemptions claimed for the system:

None.

MRS00001

System name:

Reserve Manpower Management and Pay System (REMMPS).

System location:

Primary System - Marine Corps Central Design and Programming Activity, 1500 East Bannister Road, Kansas City, Missouri 64131

Decentralized Segments - Input to the system is limited to the unit diary submission of the Marine Corps Reserve unit to which the individual is assigned for administration. Output from the system is available at the following locations: Department of Defense, Headquarters, U. S. Marine Corps, 4th Marine Division, 4th Marine Aircraft Wing, Marine Corps Finance Center, Marine Corps Reserve Support Center, and the Marine Corps Reserve unit to which the individual is assigned. Addresses of each Distribution List (OPNAV-PO9B3-107).

Categories of individuals covered by the system:

Marine Corps Reservists in the Selected, Individual Ready, Stand-by, and Fleet Marine Corps Reserve categories.

Categories of records in the system:

File contains the master personnel records to include personal identification, education, training, military occupational specialties, contractual agreements, pay and other data required for effective personnel management and administration.

Authority for maintenance of the system:

Title 5, U.S.C. 301, Title 10, U.S. C. 5031

Purpose(s):

To provide a record of pay and personnel data on Reserve personnel for use in the management and administration of Reserve personnel resources.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U. S. - By the Senate or the House of Representatives of the U. S. or any committee or subcommittee thereof, any joint committee of Congress or subcomittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U. S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is contained on magnetic tapes and disks.

Retrievability:

Information is retrieved by social security number.

Safeguards:

Records are maintained in facilities accessible only to authorized personnel that are properly screened, and trained.

Retention and disposal:

Records are retained for six months after separation of the individual Marine reservists. After six months, records are destroyed except for an historical listing of separations which is recorded on microfiche for permanent retention at the Marine Corps Reserve Support Center, Kansas City, Missouri.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D.C. 20380

Notification procedure:

Information may be obtained from:

The Commandant of the Marine Corps (Code RES)
Headquarters, U. S. Marine Corps
Federal Office Building #2
Washington, D. C. 20380
Telephone: Area Code 202/694-1842

Record access procedures:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code RES), Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

Written requests for information should contain the individual's full name, social security number and signature.

For personal visits, the individual should be able to provide some acceptable identification such as military identification card, driver's license or other type of identification bearing picture and signature to insure the individual is the subject of the inquiry.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

The individual having administrative responsibility for the Marine, the Marine Corps Reserve Support Center, and authorized personnel of Headquarters, U. S. Marine Corps.

Systems interface with active force Joint Uniform Military Pay System/Manpower Management System.

Exemptions claimed for the system:

None.

MRS00002

System name:

Marine Corps Reserve Support Center (MCRSC) Management System.

System location:

Primary System - The Director, Marine Corps Reserve Support Center, 10950 El Monte, Overland Park, Kansas 66211-1408.

Decentralized System - At Marine Corps mobilization and prior service recruiting stations.

Categories of individuals covered by the system:

Marine Corps Reservists in the Individual Ready Reserve, Standby Reserve, Fleet Marine Corps Reserves, Individual Mobilization Augmentees, Selected Marine Corps Reserves. Full-Time Support (FTS) Marine Reserves, active duty Marines attached to the MCRSC, and civilian employees of MCRSC.

Categories of records in the system:

Personnel, financial, and manpower data records. Training history records for financial obligations and expenditures for reservists and reservist's qualifications, and program management records.

Authority for maintenance of the system:

Title 5, U.S. Code 301; Title 10, U.S. Code 5031; Title 10, U.S. Code 275; Title U.S. Code 652

Purpose(s):

To provide record of all personnel, financial and manpower data on all Marine Corps military and civilian employees attached to MCRSC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Direct access storage device, magnetic tape, paper files, microfiche and other documents.

Retrievability:

Social Security Number, name, grade, and unit.

Safeguards:

Restricted access to building and all areas where data maintained. Records are maintained in areas accessible only to those personnel that are authorized and have been properly screened, cleared, and trained. The system contains security features designed to restrict unauthorized access.

Retention and disposal:

There are two types of files, permanent and working. After the Marine Reservist retires or is deceased, microfiche/paper records are sent to Headquarters Marine Corps for a period of six months. Thereafter, records are sent to the National Personnel Records Center, St. Louis, Missouri, indefinitely. Computer records are maintained for a minimum of three years in the National Archives. After three years, the tapes are erased. Working files are disposed of when obsolete.

System manager(s) and address:

Director, Marine Corps Reserve Support Center, 10950 El Monte, Overland, Park, Kansas 66211-1408.

Notification procedure:

Information may be obtained from system manager. Requesters should provide proper verification of identity. On written requests, signature of the requesting individual is required.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The individual, Marine Corps recruiting districts, depots, bases, and other duty stations, Headquarters Marine Corps, Veterans Administration, Civilian Personnel Records, and changes caused by law are the principle sources of the information contained the MCRSC Management System.

Exemptions claimed for the system:

None.

MRS00003

System name:

Marine Corps Reserve HIV Program.

System location:

Headquarters, U.S. Marine Corps, (RESM-3), Washington, DC 20380-0001.

Categories of individuals covered by the system:

Members of the Marine Corps Ready Reserve infected with the Human Immunodeficiency Virus (HIV).

Categories of records in the system:

Medical records, notifications of HIV-positivity

Authority for maintenance of the system:

10 U.S.C. 5041 (as amended), 10 U.S.C. 5042, 5252, 44 U.S.C. 3101, 5 U.S.C. 301, and E.O. 9397.

Purpose(s):

To maintain a data base of all HIV-positive Marine Corps Reservists. The system will be used to track all HIV-positive Reservists from the time they are identified as exposed to the HIV, to the time they are transferred to the Standby Reserve or discharged.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

None outside the Department of Defense. The Blanket Routine Uses identified in the annual recompilation of Marine Corps system notices in the Federal Register do not apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files are maintained in a locked filing cabinet. Additional information maintained in a Personal Computer (P/C).

Retrievability:

Name and social security number.

Safeguards:

Paper files are maintained in locked filing cabinets. Access to the room where the P/C is maintained is monitored or controlled for access by authorized personnel only. Access to the automated records is through passwords and the room is locked when not monitored by authorized personnel. Building access is controlled by uniformed guards and doors are locked during non-duty hours.

Retention and disposal:

Paper files are maintained for five years, then destroyed. Information contained in the P/C is maintained for 10 years after the individual's tenure with the Marine Corps and then destroyed.

System manager(s) and address:

Commandant of the Marine Corps, (Code RESM-3), Headquarters, U.S. Marine Corps, Washington, DC 20380-0001.

Notification procedure:

Direct inquiries to the Commandant of the Marine Corps, (RESM-3), Washington, DC 20380-0001. Written inquiries should contain the name, social security number, date(s) of testing, military status and return address. Visitors should be able to identify themselves by any commonly recognized evidence of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the Systems Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in SECNAVINST 5211.5C (32 CFR part 701 Subparts F and G) and may also be obtained from the systems manager.

Record source categories:

Information is derived from the individual's service medical and dental records.

Exemptions claimed for the system:

None.

MTE00001

System name:

Telephone Billing/Accounting File.

System location:

All Marine Corps activities maintaining telephone accounts.

Categories of individuals covered by the system:

All military personnel, civilian contractors, concessions, and Marine Corps sponsored activities that are provided unofficial government telephone service.

Categories of records in the system:

Files contain name, social security number, grade, military address, telephone number assigned to individuals in the system, civilian contractor's business address and business telephone numbers, ledger of itemized telephone service charges and payments, receipted bills, requests for service, account number, addressograph plate, cash collections vouchers for telephone deposits, and routine correspondence.

Authority for maintenance of the system:

Title 10, U. S. Code 5031

Purpose(s):

To provide a record amounts owned and paid for telephone services at Marine Corps activities. The file is also used as a telephone directory service except for numbers unlisted.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Marine Corps compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper cards are maintained in filing cabinets and KARDEX files or in file folders.

Retrievability:

Information accessed and retrieved by name, address or telephone number.

Safeguards:

Records are maintained in an area accessible only to authorized personnel and are under constant supervision. The building is locked during non-working hours and someone is on duty 24 hours a day.

Retention and disposal:

Records remain active until individual leaves the Marine Corps activity concerned. Records are then transferred to an inactive file for four years and then destroyed.

System manager(s) and address:

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV PO9B-107).

Record access procedures:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number and address.

For personal visits, the individual should be able to provide the proper military or civilian identification.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determination by the individual may be obtained from the SYSMANAGER.

Record source categories:

Application of the individual desiring telephone service in government housing aboard the activity.

Exemptions claimed for the system:

None.

UNITED STATES NAVY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

N01001-1

System name:

Roster, Naval Reserve Law Units.

System location:

Office of the Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Categories of individuals covered by the system:

Listing of law program officers in Naval Readiness Commands having cognizance over Reserve affairs; listing of Naval Legal Service Offices; listing of the staff of the Director, Naval Reserve Law Programs; listing of Naval Reserve Law Company commanding officers; and listing of members of law units.

Categories of records in the system:

Roster contains names and locations of personnel associated with Naval Reserve Law Programs; names of law units, social security number, rank, home and office addresses, and telephone numbers.

Authority for maintenance of the system:

10 U.S.C. 806.

Purpose(s):

To facilitate and promote liaison between Naval Reserve Law Units, law program officers, the Director, Naval Reserve Law Programs, and the Navy's legal assistance program. It is an essential publication used by legal assistance officers Navy-wide. It apprises Naval Reserve Officers of the locations of Reserve units in order that they participate in the reserve law program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

By names of members and location of Reserve units.

Safeguards:

Records are maintained under the control of authorized personnel during working hours; the office space in which the rosters are maintained is locked outside official working hours.

Retention and disposal:

Rosters are retained for approximately two years and destroyed when a new edition is published.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400. The request should contain full name, address, and social security number of the individual concerned and should be signed.

Personal visits may be made to the Reserve Personnel Division, Office of the Judge Advocate General, Room 8N39, Hoffman Bldg II, 200 Stovall St., Alexandria, VA 22332-2400. Individuals should be able to supply proper identification, such as a picture ID or driver's license.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Judge Advocate General (Code 62), Navy Department, 200 Stovall St., Alexandria, VA 22332-2400.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR Part 701; or may be obtained from the system manager.

Record source categories:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

Exemptions claimed for the system:

None.

N01001-2

System name:

Naval Reserve Law Program Officer Personnel Information.

System location:

Office of the Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Applicants applying for appointment or transfer to Judge Advocate General's Corps of the Naval Reserve.

Categories of records in the system:

Furnishes information as to applicant's qualifications and intentions to affiliate in Naval Reserve Law Program.

Authority for maintenance of the system:

10 USC 806

Purpose(s):

Information is obtained to publish a Directory of Naval Reserve Judge Advocates' location, Reserve assignment, etc. Information in the Directory is made available to Navy Judge Advocates, active and reserve, to enable them to locate and identify the legal expertise of Naval Reserve Judge Advocates in the various states with varying legal qualifications and State licenses and to permit contact between Navy Judge Advocates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, stored in a file cabinet.

Retrievability:

By officer's name.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are maintained for two years and then destroyed.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the: Office of the Judge Advocate General (Code 62), Department of the Navy, Room 9S05, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Written requests must be signed by the requesting individual, and for personal visits, the individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests should be addressed to: Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information is received from applicants who are applying for appointment in the Judge Advocate Generals' Corps or from reserve officers requesting transfer to the system manager.

Exemptions claimed for the system:

None.

N01001-3

System name:

Reproduced from poor document.

Naval Reserve Intelligence/Personnel File.

System location:

Commander, Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

Categories of individuals covered by the system:

All officers and enlisted personnel of the Naval Reserve Intelligence Program and applicants for affiliation with the program.

Categories of records in the system:

File contains information relating to the individual's residence history, education, professional qualifications, occupational history, foreign country travel and knowledge, foreign language capabilities, history of active military duty assignments and military reserve active duty training and background investigation, qualifications for active military duty assignments and military promotions.

Authority for maintenance of the system:

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 503; Department of the Navy; 10 U.S.C. 6011; Departmental Regulations; 44 USC 3101, Records Management by Federal Agencies.

Purpose(s):

To determine qualifications for members of the Naval Reserve Intelligence Program and to provide a personnel management device for career development programs, manpower and personnel requirements for program activities, assignment of support projects of the reserve program and mobilization planning requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computerized magnetic tapes; microform; some records may be maintained in file folders.

Retrievability:

The file can be accessed for each file element or any combination thereof.

Safeguards:

GSA approved security containers located in controlled access spaces.

Retention and disposal:

Records are maintained as long as the individual is a member of the Naval Reserve Intelligence Program. Records are destroyed when member becomes inactive.

System manager(s) and address:

Commander, Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

Notification procedure:

Information may be obtained by written request to the System Manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Reserve Personnel History File data submitted by the individual; background investigation reports from the Naval Investigative Service.

Exemptions claimed for the system:

None.

N01001-5

System name:

MSC Civilian and Naval Reserve Personnel Data File.

System location:

Commander, Military Sealift Command, Department of the Navy, Washington, D.C. 20390-5320

Categories of individuals covered by the system:

MSC Masters and Chief engineers aboard civil service manned ships and Naval Reserve personnel in the MSC/NCSORG Reserve Program.

Categories of records in the system:

Biographical and professional information which may include name, rank, SSN, designation, date and place of birth, home address and phone number, active duty training, education, correspondence courses taken, active military service, civilian employment experience, training for sea, maritime licenses held, commercial shipboard and shoreside experience, marital status, number of children and their names and ages, highlights of merchant marine career, special skills and accomplishments, hobbies, community activity and association membership.

Authority for maintenance of the system:

10 U.S.C. 5031

Purpose(s):

To facilitate COMSC in keeping current record of MSC and NCSORG reserve personnel and biographical information for MSC civil service mariners. Such information is used to identify location, qualifications and training assignments of the Naval Reservist; provide biographical information on civil service mariners in response to media and internal requests for information prior to public appearances, press releases or courtesy calls to MSC ships by MSC personnel and members of other organizations or commands.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data cards or paper file folders stored in file cabinets.

Retrievability:

Data is indexed alphabetically by name.

Safeguards:

Files are maintained in areas accessible to authorized personnel only, who are properly screened, cleared and trained for proper use of the data stored. Building employs security guards. MSC/NCSORG reserve personnel files are stored in the Employment and Labor Relations Division.

Retention and disposal:

Reserve personnel records are retained indefinitely. Civil service mariner records are maintained for the duration of employment with MSC. Outdated files are destroyed when updated information is received and the entire file is destroyed immediately upon the employee's separation or retirement from the Command.

System manager(s) and address:

Commander, Military Sealift Command, Department of the Navy, Washington, D.C. 20390

Notification procedure:

Information may be obtained from System Manager. Written requests for information should contain full name of the individual, military grade or rate, and date of birth. For personal visits, the individual should be able to provide some acceptable means of identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Information is submitted by the individual concerned.

Exemptions claimed for the system:

None.

N01070-1

System name:

JAG Corps Officer Personnel Information.

System location:

Office of the Judge Advocate General (Code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Name, grade, designator, date of birth, social security account number, date of rank, pay entry base data, active duty service date, active commission base date, year and month of graduation from Naval Justice School, service date, lineal number, year group, current billet, future billets that are finalized, subspecialty code, number of primary and secondary dependants, spouse's name, projected loss date and reason for loss, projected rotation date, law school and year of graduation from law school, state bar membership and year admitted, officer's preference for duty assignment and postgraduate education.

Categories of records in the system:

Name, date of birth, social security account number, USN/USNR, designator, rank, state bar membership and year admitted, wife's name, no. of dependents, lineal listing by year group, duty assignment, arrival and rotation dates, release date if applicable

Authority for maintenance of the system:

10 USC 806

Purpose(s):

To manage the officers of the Navy JAG Corps, as the Judge Advocate General is statutorily required to make recommendation on the assignment of all active duty JAG Corps officers; to determine qualifications of an officer to receive a JAG Corps designation and to be certified as a trial or defense counsel; to determine the rotation dates and release from active duty dates of JAG Corps officers as well as the date new officers will be available for duty; to prepare JAG Corps strength plans for submission to OPNAV; and to obtain an officer's preference for duty assignment as well as eligibility for consideration for postgraduate education and overseas assignments. Certain of this information is promulgated to all active-duty JAG Corps officers in a semi-annual publication known as the Directory of Navy Judge Advocates. The information is promulgated in the directory for general informational purposes within the JAG Corps, including provision of position (billet) availability information to officers contemplating rotation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Certain of this information (not including social security account number and date of birth) is promulgated to active-duty JAG Corps officers in a semi-annual publication known as the Directory of Navy Judge Advocates. The information is promulgated for general information purposes within the JAG Corps, including provision of position (billet) availability information to officers contemplating rotation and as a social roster for official and nonofficial functions. The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data contained in limited-access word processing equipment and paper records kept in a folder identified by the officer's name kept in file cabinets.

Retrievability:

By officer's name, folders are filed alphabetically.

Safeguards:

Records are maintained in the Office of the Judge Advocate General personnel office under the control of authorized personnel during working hours; the office space in which the storage devices containing the records is locked outside official working hours.

Retention and disposal:

Upon release from active duty, records are kept three years and then destroyed. Upon retirement from active duty, records are maintained indefinitely.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from: Judge Advocate General (Code 61), Department of the Navy, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332, Telephone: (202)325-9830

Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests from individuals should be addressed to: Judge Advocate General (Code 61), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Personnel visits may be made to the JAG Personnel Office, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information submitted by the officer upon his successful completion of law school and admission to the bar, orders to active duty and subsequent transfer orders, computer strips provided by the Bureau of Naval Personnel on all active duty officers.

Exemptions claimed for the system:

None.

N01070-2

System name:

Naval Attache Files.

System location:

Chief of Naval Operations (OP-092L), The Pentagon, Washington, DC 20350-2000.

Categories of individuals covered by the system:

U.S. Navy and Marine Corps Officers nominated and/or assigned to duty in the Defense Attache System (DAS).

Categories of records in the system:

File contains records concerning the service and personal history of officers nominated and/or assigned to duty in the DAS and their dependents.

Authority for maintenance of the system:

National Security Act of 1974, as amended; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 503 and 6011; 44 U.S.C. 3101; and E.O. 12356.

Purpose(s):

To determine suitability of personnel for security clearances and assignment to the Defense Attache System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of State to determine suitability of personnel for security clearances and assignment to the Defense Attache System.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in folders stored in standard General Services Administration safes.

Retrievability:

Retrieved by name of officer.

Safeguards:

Records are stored in a controlled access area and are accessible only to a very limited number of authorized personnel with proper security clearance and demonstrated need for access.

Retention and disposal:

Records are opened on individuals when first nominated for attache duty, and retained until six months after completion of attache duty and then destroyed.

System manager(s) and address:

Chief of Naval Operations (OP-092L), The Pentagon, Washington, DC 20350-2000.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief of Naval Operations (Code OP-092L), The Pentagon, Washington, DC 20350-2000.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief of Naval Operations (OP-092L), The Pentagon, Washington, DC 20350-2000.

The request should contain the full name and address of the subject individual.

Contesting record procedures:

The Department of the Navy rules for accessing records and for contesting contents and appealing initial agency determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Data is gained from the subjects of the file, Naval Military Personnel Command and Headquarters Marine Corps files of subject's fitness reports, Defense Investigative Service/Naval Investigative Service (DIS/NIS) background investigations and other sources who are familiar with the subject.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(1), as applicable. An exemption rule for this system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G. For additional information contact the system manager.

N01070-3

System name:

Navy Personnel Records System.

System location:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, LA 70159; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

Categories of individuals covered by the system:

All Navy military personnel: Officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, and Naval Reserve Officer Training Corps personnel.

Categories of records in the system:

Personnel Service Jackets and Service Records, correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, promotion, advancement, performance, recruiting, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, discipline and administration of Navy military personnel.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assist officials and employees of the Navy in the management, supervision and administration of Navy personnel (Officer and enlisted) and the operations of related personnel affairs and functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of military personnel and the operation of personnel affairs and functions.

To officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemology. Each study in which the records of members and former members of the naval service are used must be approved by the Commander, Naval Military Personnel Command.

To officials and employees of the Department of Health and Human Services, Veterans Administration, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of the Veterans Administration in the performance of their duties relating to approved research projects.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

To duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

To state and local agencies in the performance of their official duties related to verification of status for determination of eligibility for Veterans Bonuses and other benefits and entitlements.

To officials and employees of the Office of the Sergeant at Arms of the United States House of Representatives in the performance of their official duties related to the verification of the active duty naval service of members of Congress.

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged or retired from the Armed Forces information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual the United States Government will be liable for the losses the facility may incur.

To state, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, enlisted service number, or officer file number.

Safeguards:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5 , subj: Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commander, Naval Military Personnel Command, Washington, D.C. 20370; Commanding Officers, Officers in Charge, and Heads of Department of the Navy activities as listed in the Directory of the Department of the Navy Mailing Addresses.

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (ATTN: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370, or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, designator, military status, address, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB 2), Washington, D.C., for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; civilian and military investigatory reports, general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1) and (5), as applicable. For additional information contact the System Manager.

N01070-4

System name:

Naval Reserve Security Group Personnel Records.

System location:

Commander, Naval Security Group Command, Naval Security Group, Headquarters, 3801 Nebraska Avenue, NW, Washington D.C. 20390

Categories of individuals covered by the system:

Naval Reserve Security Group Personnel.

Categories of records in the system:

System comprises records reflecting information pertaining to reservist's ACDUTRA (Active Duty for Training); miscellaneous personnel actions, i.e., in-training status for change of rank/ designator/ rate; clearance certificate; congratulatory letters to officers upon promotion; history of past ACDUTRA performed; correspondence courses completed; old data cards and clearance eligibility letters.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To verify past active duty and ACDUTRA performed, currency of clearance status, mobilization assignments, and to identify civilian skills acquired.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper-records in file folders.

Retrievability:

Filed alphabetically by last name of reservist.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are retained in active file until reservist has fulfilled drilling obligation or upon discharge or transfer to stand-by reserve.

System manager(s) and address:

Commander, Naval Security Group Command, Naval Security Group Headquarters, 3801 Nebraska Avenue, NW, Washington, D.C. 20390

Notification procedure:

a. Send request to SYSMANAGER

b. Full name, DPOB, military status, SSN (if you will voluntarily include it) or service number.

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington, D.C. 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor

d. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

District Officers for Naval Reserve Security Group, Commanding Officers of Naval Reserve Security Group Divisions, and, Commanding Officer, Naval Technical Training Center, Pensacola, FL.

Exemptions claimed for the system:

None.

N01070-6

System name:

Employee Explosives Certification Program.

System location:

Organization elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

All personnel involved in the process or evolutions of explosives operations.

Categories of records in the system:

Individual certifying document and combined register of all employees certified.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To record the names of all employees and their qualifications to work in certain categories of explosive operations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder, punched cards.

Retrievability:

SSN, name.

Safeguards:

Personnel escort required.

Retention and disposal:

Permanent, unless employee terminates or is no longer involved in explosives processes. Document returned to employee's department for routine disposal after deletion from program.

System manager(s) and address:

Commanding officer or head of the organization in question. See directory of Department of Navy mailing addresses.

Notification procedure:

Individuals may inspect personnel certifying documents at local activity to which individual assigned. Requesters must be escorted and provide identification for inspection of their personnel records.

Record access procedures:

The agency rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories

Personnel files, previous supervisors.

Exemptions claimed for the system:

None.

N01070-7

System name:

Resale System Military Management Information System.

System location: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Categories of individuals covered by the system:

Present and past military officer and key enlisted personnel assigned to the Navy Resale System.

Categories of records in the system:

Management Information System (including: Name; rank or rate; social security number; designation date of rank; date reported; rotation date; educational level; lineal number; dependency status) Card file on officers assigned (including: Dates in navy resale system; location of assignments) Correspondence folder with Officer and senior enlisted personnel (containing: Preference of assignment; biographical information; and orders).

Authority for maintenance of the system:

5 USC 301 and 10 USC 5031.

Purpose(s):

Officials and employees of the Navy Resale and Services Support Office in the performance of their official duties related to the management, supervision and administration of its personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include: Magnetic tape; printed reports; card files and file folders.

Retrievability:

Name: Rank or rating, social security number.

Safeguards:

File cabinets; locked archives; super archives; supervised office spaces and supervised computer tape library which is accessible only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

Retention and disposal:

Records are permanent. Records are maintained for five years and then retired to the Federal Records Center, St. Louis, Missouri.

System manager(s) and address:

Policy Official: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Record Holder: Director, Office of Military Personnel (OMP), Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Notification procedure:

Written contact may be made by addressing inquiries to: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305.

In the initial inquiry, the requester must provide full name, social security number and military duty status. At the time of a personal visit, the requester must provide proof of identity containing the requester's signature.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

U.S. Navy Manpower Information System; the Naval Military Personnel Command, the individual; the individual's superior officer.

Exemptions claimed for the system:

None.

N01070-8

System name:

Correction Board Case Files System.

System location:

Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370; decentralized segments located in the Naval Military Personnel Command, Headquarters, U.S. Marine Corps, and the individual military personnel record of the service member concerned.

Categories of individuals covered by the system:

Any member or former member of the U.S. Navy or Marine Corps who has applied for the correction of his/her naval record.

Categories of records in the system:

Records consist of file cards with basic information and computer records derived therefrom, case files containing records of board proceedings, material submitted for correction and supporting documentation, correspondence and transcripts of board formal hearings. The basic case information and computer records derived therefrom include the following: Rank; social security number/service number; docket number; date application received; subject category; subject category description; examiner's initials; date examiner assigned; branch of service; board decision; date of board decision; date decision promised if interested members of Congress, date case forwarded to the Secretary of the Navy; lineal number of officer applicant; officer designated; date officer case forwarded to Naval Military Personnel Command/Commandant of the Marine Corps; date officer case returned from Naval Military Personnel Command/Commandant of the Marine Corps; date advisory opinion requested; identity of advisor's organization; date advisory opinion received; date service record ordered; date medical record ordered; date court-martial record ordered; date confinement record order; date Navy Discharge Review Board record ordered; date other record ordered; date service record received; date medical record received; date court-martial record received; date confinement record received; date Navy Discharge Review Board record received; date other record received; number of Navy applications received; number of Marine Corps applications received; total number of Navy and Marine Corps applications received; percent of total to grand total; total number of Navy discharge cases; total number Marine Corps discharge cases; Navy grant count; Navy deny count; Navy modify count; Marine grant; Marine deny count; Marine modify count.

Authority for maintenance of the system:

Section 1552, Title 10 United States Code; Part 723 Title 32 Code of Federal Regulations.

Purpose(s):

To review applicant's Naval record to determine the existence of alleged error or injustice and to recommend appropriate corrective action when warranted - to report its findings, conclusions and recommendations to the Secretary of the Navy in appropriate cases - to respond to inquiries from applicants, their counsel, and members of Congress.

To provide officials of the Naval Military Personnel Command with advisory opinions in cases involving present and former Navy personnel - to correct records of present and former Navy personnel in accordance with approved Board decisions.

To provide officials and employees of the Naval Medical Command with advisory opinions on medical matters.

To provide the Naval Council of Personnel Boards/Office of Naval Disability Evaluation with advisory opinions on medical matters.

To provide officials and employees of HQ, U.S. Marine Corps with advisory opinions in cases involving present and former Marine Corps personnel - to correct records of present and former Marine Corps personnel in accordance with approved correction Board decisions.

To officials and employees of the Litigation Division, NJAG, to prepare legal briefs and answers to complaints against the Department of the Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained as paper and microfiche records in file folders, and manually retrieved file cards.

Retrievability:

Records are filed alphabetically, by the last name of the applicant and are cross filed by docket number, and service or social security account numbers.

Safeguards:

Access to building is protected by uniformed security officers requiring positive identification; for admission after hours, records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

All file cards are permanently retained by the agency. Case files are permanent. They are retained in the active files for three years and then retired to the Washington National Records Center, Suitland, Maryland.

System manager(s) and address:

Executive Director. Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370.

Notification procedure:

Information should be obtained from the systems manager. Requesting individuals should specify a full name, and social security account numbers or service numbers. Visitors should be able to provide proper identity, such as a drivers license. Written requests must be signed by a requester or his/her legal representative.

Record access procedures:

Information may be obtained from the Board for Correction of Naval Records, Department of the Navy, Washington, D.C. 20370 by providing name, military status, branch of service and social security number. Current address and telephone numbers should be included. Personal visits may be made only to the Board for Correction of Naval Records, Arlington Annex, Columbia Pike and Southgate Road, Arlington Virginia. For personal visits, identification will be required.

Contesting record procedures:

The agency's rules for contesting contents of records and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

All official Naval records, Veteran's Administration and Police and Law enforcement records.

Exemptions claimed for the system:

None.

N01070-9

System name:

White House Support Program.

System location:

White House Liaison Office, Office of the Secretary of the Navy, Department of the Navy, Washington, DC 20350.

Categories of individuals covered by the system:

All Navy and Marine Corps military and civilian personnel and contractor employees who have been nominated by their employing activities for assignment to Presidential support duties.

Categories of records in the system:

Personnel records, correspondence, and other documents and records in both automated and nonautomated form concerning classification, security clearances, assignment, training, and other qualifications relating to suitability for Presidential support duties.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To evaluate and nominate individuals for assignment to Presidential support duties; to ensure that only those individuals most suitably qualified are assigned to duty in Presidential support activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees in the Executive Office of the President in the performance of their duties related to personnel administration, and evaluation and nomination of individuals for assignment to Presidential support duties.

To officials and employees of other federal agencies and offices, upon request, in the performance of their official duties related to the provision of Presidential support and protection.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc drums, and on punched cards. Manual records may be stored in file folders, or microform.

Retrievability:

Manual Records: By name if individual has been nominated and not yet approved. By OSD approval date if individual has been approved, and by employing activity removal date if an individual is removed from assignment for cause. Automated records may be retrieved by name, social security number, and control number.

Safeguards:

Records are afforded appropriate protection at all times, stored in locked rooms and locked file cabinets, and are accessible only to authorized personnel who have a definite need to know and who are properly screened, cleared, and trained.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps records.

System manager(s) and address:

Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350

Notification procedure:

Requests from individuals by correspondence should be addressed to the Office of the Administrative Aide to the Secretary of the Navy, Navy Department. Washington, D.C. 20350. Visits are limited to the Office of the Administrative Aide to the Secretary of the Navy. Written requests should contain the full name of the individual and his social security number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Officials and employees of the Department of the Navy and other Department of Defense components; federal, state, and local court documents; civilian and military investigative reports; general correspondence concerning the individual; and federal and state agency records.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1), (2), (3) and (5), as applicable. For additional information, contact the System Manager.

N01070-10

System name:

Aviation Training Jacket.

System location:

The Aviation Training Jacket accompanies the individual student to each Naval Air Command as he progresses in the training program. Upon completion or termination of training, the Aviation Training Jacket is forwarded to the following command:

Chief of Naval Air Training
Naval Air Station
Corpus Christi, TX, 78419

Categories of individuals covered by the system:

All naval aviators, naval flight officers, naval flight surgeons, aviation warrant officers, and precommissioning training for aviation maintenance duty and aviation intelligence officers. This includes records in the above categories for individuals who do not complete prescribed training.

Categories of records in the system:

Aviation flight training, practical and academic grade scores, including pre-training aviation test battery scores.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations.

Purpose(s):

To maintain an up-to-date student flight record and to evaluate the student's individual training progress and qualifications, including aircraft, medical and physiological qualifications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To educational institutions upon individual requests for academic transcripts.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders in metal filing cabinets.

Retrievability:

Name and date of designation, completion or termination of training.

Safeguards:

Access is restricted to the individual or those who maintain training records and those who are directly involved with the individual's training or evaluation. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

Retention and disposal:

Retained at the Chief of Naval Air Training headquarters for six months, then transferred to the Federal Records Center, East Point, GA. Retained for 75 years (SECNAVINST 5212.5B).

System manager(s) and address:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

Notification procedure:

The individual is informed that the Aviation Training Jacket is being maintained and has ready access to it during training. After training, he can submit written request to the system manager listed above and must provide name, social security number or officer file number, and date of completion or termination of training. Personal visitors can provide proof of identity by military identification card, active or retired, or driver's license and some record of naval service.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Prior educational experience, flight grades, academic grades supporting flight training, physical fitness/survival/swimming proficiency, aviation physiology training and qualifications, and birth certificate.

Exemptions claimed for the system:

None.

N01070-11

System name:

Flight Instruction Standardization and Training (FIST) Jacket.

System location:

The FIST jacket is located at the various Naval Air Training Commands where the individual may be assigned. The following command can be contacted to determine the location of any specific command. Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419.

Categories of individuals covered by the system:

All naval aviators and naval flight officers assigned to duty as instructors within the Naval Air Training Command.

Categories of records in the system:

A record of flight instruction standardization and training required of naval aviators and naval flight officers assigned duty as instructors.

Authority for maintenance of the system:

5 USC 301, Departmental regulations.

Purpose(s):

To ensure that the flight instructor's qualifications are current to instruct in the designated naval aircraft, both academically and physiologically. The system is used to schedule training flights, qualify and designate flight instructors, etc. This system is used by Commanding Officers and training personnel of the command to which the individual is assigned.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders in metal file cabinets.

Retrievability:

Name, rank, and social security number.

Safeguards:

Access is restricted to the individual, his commanding officer, or those involved in maintaining training records. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

Retention and disposal:

Jackets are retained in the individual's command until detachment at which time it is given to the individual.

System manager(s) and address:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

Notification procedure:

The individual is informed that the FIST jacket is being maintained, participates in its development and, additionally, is required to review the jacket with his instructor periodically.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting content and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Academic tests, flight performance evaluation, check flight evaluation, instructor's evaluation, command determinations, and, personal input.

Exemptions claimed for the system:

None.

N01070-12

System name:

Administrative Files System.

System location:

Naval Investigative Service (NIS) Headquarters, PO Box 16230, Suitland, Md. 20746

Decentralized Segments - Naval Investigative Service Regional Offices (NISROs) retain duplicate copies of certain segments of the administrative files. Addresses of these offices are included in the directory of Department of the Navy mailing list.

Categories of individuals covered by the system:

Past and present civilian, military and foreign national personnel assigned world-wide NIS.

Categories of records in the system:

Personnel Management System - an automated management information and statistical system containing all needed items of personnel information.

Special Agent Career Development Files - a compendium of Civil Service Performance Evaluation and Ratings and all correspondence unique to the NIS Special Agent, including annual physical examinations, which has a bearing on world-wide assignability, promotion and general career assessment.

Weapons Inventory File - an automated file containing the credential number, badge, weapons and handcuffs assigned to each NIS criminal investigator.

Personnel Security Clearance File - an automated file containing the classified material access level and date of last security clearance for assigned civilian and military personnel of NIS.

Personnel Utilization Data File - an automated file designed to provide statistical information regarding the manner by which available NIS manhours are expended in the execution of its assigned investigative and counterintelligence mission. The file is formed by the submission (monthly) of individual manhour diaries. All assigned personnel input to this system; their manhours are categorized by function.

Freedom of Information and Privacy Requests File. Records relating to requests for information pursuant to the Freedom of Information Act and the Privacy Act of 1974, and responses thereto.

Authority for maintenance of the system:

5 U.S.C. 301; Departmental Regulations.

Purpose(s):

The Personnel Management System: To prepare virtually all personnel documents and personnel statistical studies. It provides such information as the average grade, the total number and composition of personnel at each NIS component and the past assignments of personnel. It is used on a daily basis by personnel in the formation and execution of staffing actions for the various NIS components, informal verification of employee's tenure and the compilation of necessary statistical studies.

Special Agent Career Development Files: Used for in-house agency decisions regarding reassignment, promotion, career training and long-range development. They form in-house agency repository for both adverse and favorable documents regarding Special Agents. The files have a long-range function - that of forming the basis for law enforcement retirement service certification. Though part of the file is duplicated in the official file maintained by the Civilian Personnel Office, the Special Agent Career Development file is considered privileged information and its contents are not released outside NIS. Within NIS, the files are maintained and controlled exclusively within the Career Services Division, NIS HQS, and by assigned personnel to that Division. The files are released for review only to senior management personnel of NIS.

Weapons Inventory File: To identify and inventory credentials, weapons, badges and handcuffs issued to authorized NIS personnel.

Personnel Security Clearance File: To informally verify and authenticate security clearances issued to NIS personnel. The file has a daily working purpose of acting as a check sheet for the updating of security clearances. It further is the file referred to when the Director, NIS, is required to certify the access level of certain assigned NIS personnel to other Navy commands as well as civilian contractors.

Personnel Utilization Data File: A statistical file from which an indepth analyses of manhour expenditures are surveyed (used exclusively within NIS). The various analyses drawn from the file are used to modify the staffing levels at various NIS components based on actual work level. It further provides a tool to NIS management to gauge the efficiency of all components by comparing their workload with the amount of manhours available.

The records in this system may be used by other DOD components requiring confirmation of security clearance levels and statistical purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To law enforcement activities conducting criminal or suitability investigations.

To the Office of Personnel Management when making personnel determinations, e.g., awards or disciplinary actions.

To credit companies in response to credit queries and to personal physicians regarding medical records.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The Personnel Management System, Weapons Inventory File, Personnel Security Clearance File and the Personnel Utilization Data File are stored on magnetic tape in an automated system. The Personnel Management System is composed of visible file cards and computer paper printouts; the Personnel Security Clearance File is composed of computer paper printouts and associated Department of Defense security certification documents, the latter being filed in individual file folders; the Weapons Inventory File and the Personnel Utilization Data File are composed of computer paper printouts only.

The Special Agent Career Development Files are composed exclusively of paper records in file folders.

Retrievability: Information is accessed and retrieved by name only in the Special Agent Career Development File. The Weapons Inventory File is queried by either name only or by item number (i.e., badge, credential, weapon, handcuff serial number).

The Personnel Management System is accessed by name and SSN; retrieval is by individual data characteristic such as GS-grade level, duty-station, special qualifications, language qualifications or it may be retrieved by name only or in conjuction with the SSN.

The Personnel Utilization Data File is normally accessed and retrieved by location and functional category of employment (i.e., Special Agent, clerical, etc.). The capability exists, however, to retrieve by SSN. The Personnel Security Classification File is a subordinate file to the Personnel Management System. Accession is by name and SSN. Retrieval is accomplished by computer paper printout in both alphabetical and duty-station format.

Safeguards:

All files in this system are protected by limited, controlled access, safes, and locked cabinets and doors. Further, visitor control and secure computer software measures (where applicable) are utilized.

Retention and disposal:

Personnel indexed in the Personnel Management System and the Personnel Security Clearance File are deleted from the magnetic tape data storage upon termination of employment. Residual paper records are retained from two to five years.

Personnel indexed in the Weapons Inventory File are deleted at such time as assigned equipment is returned and accounted for. Residual paper printouts are destroyed at least semi-annually.

The Special Agent Career Development Files are semi-permanent and are retained, at least in essential skeletal format, indefinitely.

System manager(s) and address:

Director, Naval Investigative Service, P.O. Box 16230, Suitland, Md. 20746

Notification procedure:

Requests from individuals should be addressed to the System Manager, above. Individuals submitting requests should provide their full name, date of birth, SSN and dates of employment or assignment with NIS.

In the case of personal visits, individuals requesting access to files in this system will be required to present reasonable proof of identity to minimally include a drivers' license or similar document at least one of which must bear a current photograph and be able to provide (orally) some element of unique identifying data such as name of spouse or a past duty-station with NIS.

Record access procedures:

Access to files in this system may be gained by written notification or personal visit to the Naval Investigative Service Headquarters at the location specified above. Requests should be directed to the Information and Privacy Coordinator.

Contesting record procedures: The agency's rule for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

In the case of Personnel Management System and the Personnel Utilization Data System, the individual employee is the prime source of information both for initial access to the files as well as periodic update. The Personnel Security Clearance File information is obtained as a sub-file to the Personnel Management System. The information for the Weapons Inventory File is obtained from personnel charged with the issuance of various items inventoried therein (with verification by the personnel to whom the items are issued.)

Information for the Special Agent Career Development File is recieved from the individuals supervisors, from various Naval Commands and other Federal and State agencies with whom the Special Agent has had professional contact and from the individual himself. Also, this file contains copies of each physical examination required annually of assigned civilian Special Agents.

Exemptions claimed for the system:

None.

N01070-13

System name:

Nuclear Program Interview and Screening.

System location:

Naval Sea Systems Command (Code 08), Washington, D.C. 20362

Categories of individuals covered by the system:

Personnel interviewed or considered for assignment or retention in the Naval Nuclear Power Program

Categories of records in the system:

Interview appropriation folder, interview chronology, interview index card, Navy Enlisted Nuclear Program Technical Screening Sheets, Nuclear Propulsion Officer Candidate Records.

Authority for maintenance of the system:

5 U.S.C. 301 Departmental Regulations.

Purpose(s):

To determine eligibility of individuals for the Naval Nuclear Power Program; to maintain statistical and accounting records on individuals for assignment and retention in the program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, loose leaf binders, and index card box.

Retrievability:

Name, chronological, Navy rate (if applicable), Social Security Number, approximate date of screen.

Safeguards:

Located in restricted area.

best copy available

Retention and disposal:

Indefinitely.

System manager(s) and address:

Naval Sea Systems Command (Code 08), Washington, D.C. 20362

Notification procedure:

Contact System Manager; provide full name, Navy rate (if applicable), Social Security Number, Nuclear Power School Class or dates at attendance (if applicable) and proof thereof, dates of service or screening and proof thereof.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual; Naval Military Personnel Command; U.S. Naval Academy; current and/or previous commands; Director, Division of Naval Reactors.

Exemptions claimed for the system:

None.

N01070-14

System name:

Next of Kin Information for Sea Trial Riders.

System location:

Naval Sea Systems Command (Code 08), Washington, DC 20362-5101.

Categories of individuals covered by the system:

Individuals attending nuclear propulsion plant sea trials of Navy ships.

Categories of records in the system:

Names and addresses of next of kin, name, Social Security Number, and security clearance of individual.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To maintain information necessary to notify the next of kin in case of accident or other emergency of those individuals assigned to nuclear propulsion plant sea trials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Retrieved alphabetically by name.

Safeguards:

Locked in 3-way combination safe in a restricted area.

Retention and disposal:

Indefinite.

System manager(s) and address:

Commander, Naval Sea Systems Command (Code 08), Washington, DC 20362-5101.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Naval Sea Systems Command (Code 08), Washington, DC 20362-5101.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander, Naval Sea Systems Command (Code 08), Washington, DC 20362-5101. The request should contain full name, address and Social Security Number.

Contesting record procedures:

The Department of the Navy rules for accessing records and for contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

From the individual.

Exemptions claimed for the system:

None.

N01080-1

System name:

Enlisted Master File Automated System.

System location:

Naval Military Personnel Command, Navy Department, Washington, D. C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

Categories of individuals covered by the system:

All Navy Enlisted Personnel: Active and Inactive.

Categories of records in the system:

Computer file contains data concerning enlisted assignment, planning, programming, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and enlisted reserve drill data. The system also contains Activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer extracts, microform, and printed reports therefrom.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assist in the administration, management, and supervision of Navy enlisted personnel and the operation of personnel affairs and functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel affairs and functions.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or government agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disks, drums and on punched cards.

Printed reports and other related documents supporting the system are stored in authorized areas only.

Retrievability:

Automated records are retrieved by Social Security Account Number.

Safeguards:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure will result in harm, embarrassment, inconvenience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted management, placement, and distributing personnel who are directed to respond to valid, official requests for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Automated records are retained in accordance with MAPMIS manual (periods range from 1 month to permanent).

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence from active duty enlisted personnel shall be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; requests by correspondence from inactive duty and reserve personnel shall be addressed to: Commanding Officer, Naval Reserve Personnel Center (Attn: Privacy Act Coordinator), New Orleans, La 70149; request shall contain full name, social security account number, rank, status, and signature of requestor.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy and Department of Defense and Components thereof in performance of their office duties and as specified by current instructions and regulations promulgated by competent authority; educational institutions.

Exemptions claimed for the system:

None.

N01080-2

System name:

Officer Master File Automated System.

System location:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; Personnel Management Information Center, New Orleans, LA 70149; Naval Reserve Personnel Center, New Orleans, LA 70149

Categories of individuals covered by the system:

All Naval Officers; commissioned, warrant, active, inactive; officer candidates, and Naval Reserve Officer Training Corps personnel.

Categories of records in the system:

Computer file contains data concerning officer assignment, planning, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and Reserve Officer drill data. System also contains activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill Reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer file extracts, microform and printed reports therefrom.

Authority for maintenance of the system:

Title 5 USC 301; Departmental Regulations.

Purpose(s):

To assist officials and employees of the Navy in their official duties related to the management, supervision, and administration of both active duty and retired Naval officers, and in the operation of personnel affairs and functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions. When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disks, drums and on punched cards. Printed reports and other paper documents supporting the system are stored in authorized personnel areas only.

Retrievability:

Automated records are retrieved by Social Security Account number.

Safeguards:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that would result in harm, embarrassment, inconvenience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are distributing personnel who are directed to respond to valid, official request for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Records are retained in accordance with MAPMIS Manual (periods range from 1 month to permanent).

System manager(s) and address:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, D.C. 20370.

Notification procedure:

Active duty Navy Officers/Officer Candidates shall request by correspondence addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. Naval Reserve and retired officers shall request by correspondence from Commanding Officer, Naval Reserve Personnel Center, New Orleans, LA 70149. Requests shall contain full name, Social Security Account Number, rank, status, address and signature of the requestor.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense and components thereof, in performance of their official duties and as specified by current Instructions and Regulation promulgated by competent authority; official records of professional qualifications; Educational institutions.

Exemptions claimed for the system:

None.

N01080-3

System name:

Reserve Automated Diary Interim System (RADIS).

System location:

Commander, Naval Reserve Force, 4400 Dauphine Street, New Orleans, LA 70146-5000

Categories of individuals covered by the system:

All individuals who are members of the Naval Reserve and those that are recruited into the Naval Reserve Programs.

Categories of records in the system:

System comprises records reflecting information pertaining to the individual's participation in the Naval Reserve and associated personal information such as name/rank/grade, SSN, current address, and contains data concerning classification, assignment, distribution, retention, reenlistment, promotion, advancement, training, education, performance, qualification, retirement and administration of Naval Reserve Personnel.

Authority for maintenance of the system:

5 U.S.C. 301; Department Regulations.

Purpose(s):

To provide the Naval Reserve Force and its claimancy with an automated system for the submission of the diary document (8ND-NRPC-1080/32). This automated diary system will increase the efficiency of existing manual submission procedures thereby improving management control over personnel data used in administering the Naval Reserve Force.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on disks and magnetic tapes. Printed records and other related documents supporting the system are filed in cabinets and stored in authorized areas only.

Retrievability:

Automated records are retrieved by SSN.

Safeguards:

Within the computer center, controls have been established to distribute computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, and distributing personnel who are directed to respond to valid official requests for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Automated files are retained as long as the individual is a drilling reservist in the Naval Reserve. Upon retirement or separation from the Naval Reserve, the member's files are transferred to the Naval Reserve Personnel Center, New Orleans, where records are retained in accordance with MAPMIS Manual (period range from one month to permanent). Paper documents generated by the system will be retained at local activities for 2 years after which time they are disposed of.

System manager(s) and address:

Commander, Naval Reserve Force, 4400 Dauphine Street, New Orleans, LA 70146-5000.

Notification procedure:

Information should be obtained from the system manager. Requesting individuals should specify their full names and SSNs. Visitors should be able to identify themselves by a commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individuals concerned, Commander, Naval Reserve Force, Naval Reserve Personnel Center, and military commands to which the individual is attached.

Exemptions claimed for the system:

None.

N01130-1

System name:

Low Quality Recruiting Report.

System location:

Commander, Naval Recruiting Command, 4015 Wilson Blvd, Arlington, Va 22203

Categories of individuals covered by the system:

Reports of enlisted performance.

Categories of records in the system:

Reports of performance.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

Used by the Navy Recruiting Command, the Chief of Naval Education and Training, the Chief of Naval Technical Training and the Recruit Training Center to evaluate the quality of recruits with a view towards improvement of recruitment and training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Random filing by submitting activity.

Safeguards:

Maintained in locked safe in controlled building.

Retention and disposal:

Two years.

System manager(s) and address:

Commander, Navy Recruiting Command.

Notification procedure:

By individual request upon presentation of letter or identification. Must provide program and name.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Service Record entries, Commanding Officers performance evaluations.

Exemptions claimed for the system:

None.

N01131-1

System name:

Officer Selection and Appointment System.

System location:

Primary System - Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203. Decentralized segments - Headquarters, Navy Recruiting Activities and subsidiary offices; Armed Forces Entrance and examining Centers; Bureau of Naval Personnel; Bureau of Medicine and Surgery; National Personnel Records Centers; Naval Reserve Units; Naval Education and Training Activities; NROTC Units; Naval Sea Systems Command Headquarters; Naval Intelligence Command and subsidiary activities; Department of Defense Medical Examination Review Board.

Categories of individuals covered by the system:

Individuals who have made application for direct appointment to commissioned grade in the Regular Navy or Naval Reserve, applied for officer candidate program leading to commissioned status in the U.S. Naval Reserve, applied for a Navy/Marine Corps sponsored NROTC scholarship program or preparatory school program, applied for interservice transfer to Regular Navy or Naval Reserve.

Categories of records in the system:

Records and correspondence in both automated and non-automated form concerning any applicant's personal history, education, professional qualifications, physical qualifications, mental aptitude, character and interview appraisals, National Agency checks and certifications of background investigations.

Authority for maintenance of the system:

Title 10, United States Code, Sections governing authority to appoint officers. 10 USC 591, 600, 716, 2107, 2122, 5579, 5600. Merchant Marine Act of 1939 (as amended); Executive Orders 9397, 10450, 11652; 5 USC 301 Departmental Regulations.

Purpose(s):

To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tape; paper records are stored in file folders.

Retrievability:

Name and social security number applicant.

Safeguards:

Records kept in file cabinets and offices locked after working hours. Based on requirements of user activity, some buildings have 24-hour security guards.

Retention and disposal:

Application records maintained six months; after six months, summary sheets maintained for 5 years at National Record Storage Center. NROTC application records kept for current year only. Correspondence files maintained for two years.

System manager(s) and address:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, Va. 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Va. 22203. Proof of identification will consist of picture-bearing or other official identification.

Record access procedures:

The agency's rules for access to records may be obtained from System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Navy Recruiting personnel and employees processing application; medical personnel conducting physical examination and private physicians providing consultations or patient history; character and employer references named by applicants; educational institutions, staff and faculty members; Selective Service Commission local state, and Federal law enforcement agencies; prior to current military service record; members of Congress; Commanding Officer of Naval Unit, if active duty; Department of Navy offices charged with personnel security clearance functions. Other officials and employees of the Department of the Navy, Department of Defense, and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(1), (5), (6) and (7), as applicable. For additional information, contact the System Manager.

N01133-1

System name:

NAME/LEAD Processing System .

System location:

Primary System, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Categories of individuals covered by the system:

Individuals who have responded to Navy advertising, requested their names not be used in future Navy advertising, students throughout the country who may be qualified for enlistment, first-term enlistees on active duty in the U. S. Navy, veterans, enlisted discharged personnel.

Categories of records in the system:

Automated and non-automated form containing personal records and correspondence on both education, service, and Navy program information on potential Navy applicants.

Authority for maintenance of the system:

10 USC 5531; Section 133, 503, 504, 508, 510; 5 USC Sections 301, 302; 44 USC 3101, 3702.

Purpose(s):

To provide field recruiters with names of individuals who have responded to Navy advertising, students who may be qualified for enlistment, first-term enlistees in the U.S. Navy, veterans, and enlisted personnel who have been discharged. To provide an interface between Navy Recruiters and members of the civilian community. To generate prospective applicants for enlistment in the U.S. Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are maintained on disks, magnetic tape or on punched cards ins area.

Computer print outs are stored in locked filing cabinets or file folders

Retrievability:

Information can be accessed by name, program and social security account number.

Safeguards:

Lists and files are handled with maximum security during processing and storage, and are accessible to routine users only and then only through a selected group of individuals charged with security of the lists. Files are stored in a limited access area and coded so that only several persons have both knowledge of the code and access to the files.

Retention and disposal:

A record is maintained of all outgoing automated responses, and disposed of in accordance with Departmental Regulations.

Compiled lists and commercial purchased lists are maintained for certain period of time depending on the usefulness and currentness of the information, and disposed of in accordance with Departmental Regulations.

System manager(s) and address:

Director, Recruiting Advertising Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Requests should be addressed to: Director, Recruiting Advertising Department, Navy Recruiting Command, 4015 Wildon Boulevard, Arlington, Virginia 22203.

Requester is required to provide a full name, address, and signature.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Parents, influentials, friends and associates of the subject of the records and officials and employees of the Department of the Navy, Department of Defense, and the Veterans Administration in the performance of their official duties and as specified by current Instructions and regulations promulgated by competent authority.

Exemptions claimed for the system:

None.

N01133-2

System name:

Recruiting Enlisted Selection System.

System location:

Primary System - Commander Navy Recruiting Command Decentralized Segments - Navy Recruiting Area Commanders, Navy Recruiting District Headquarters, Navy Recruiting 'A' Stations, Navy Recruiting Branch Stations, AFEES.

Categories of individuals covered by the system:

Records and correspondence pertaining to prospective applicants, applicants for regular and reserve enlisted programs, and any other individuals who have initiated correspondence pertaining to enlistment in the United States Navy.

Categories of records in the system:

Records and correspondence in both automated and non-automated form concerning personal history, education, professional qualifications, mental aptitude, physical qualifications, character and interview appraisals, National Agency checks and certifications, service performance and congressional or special interests.

Authority for maintenance of the system:

10 USC 133, 275, 503, 504, 508, 510, 672, 1071 - 1087, 1168, 1169, 1475 - 1480, 1553, 5031; 5 USC 301; Departmental Regulations.

Purpose(s):

To provide recruiters with information concerning personal history, education, professional qualifications, mental aptitude, and other individualized items which may influence the decision to select/non-select an individual for enlistment in the U.S. Navy. To provide historical data for comparison of current applicants with those selected in the past.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

To officials and employees of the Veterans Administration and Selective Service System in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tape; paper records are stored in file folders.

Retrievability:

Filed alphabetically by last name of subject.

Safeguards:

Records are accessible only to authorized Navy recruiting personnel within and are handled with security procedures appropriate for documents marked 'For Official Use Only'.

Retention and disposal:

Records are normally maintained for two years and then destroyed.

System manager(s) and address:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, VA 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, VA 22203. Proof of identification will consist of picture-bearing or other official identification.

Record access procedures:

The agency's rules for access to records may be obtained from System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Navy Recruiting Personnel and Administrative Staff; Medical Personnel conducting physical examinations and/or Private Physicians providing consultations or patient history; Character and Employer references; Educational institutions. Staff and Faculty members; Selective Service Commission; Local, State, and Federal Law enforcement agencies; prior or current military service records; Members of Congress.

Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(1), (5), (6), and (7) as applicable. For additional information contact the System Manager.

N01136-1

System name:

Navy Recruiting Support System.

System location:

Headquarters, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Decentralized Segments-Navy Recruiting Areas; Navy Recruiting Districts; Navy Recruiting 'A' Stations; Navy Recruiting Branch Stations.

Categories of individuals covered by the system:

Students who have taken the Armed Forces Vocational Aptitude Battery; Naval Reserve officers nominated by District Commanding Officers for a collateral duty assignment as Recruiting District Assistance Council Chairmen (RDAC); Enlisted Personnel selected by local Navy Recruiter for participation in local Navy Recruiting effort; Community leaders and individuals who provide assistance to Navy Recruiters.

Categories of records in the system:

Name; Social Security Number; address; pertinent family information; pertinent military information; professional and education affiliations and experience.

Authority for maintenance of the system:

10 USC 133, 503, 504, 508, 510, Departmental Regulations; 44 USC 3101, 3702.

Purpose(s):

To provide field recruiters with various vehicles of recruiting support; to familiarize Navy Recruiters with community leaders; to provide a thorough interface between the Navy and the community; to promote the Navy among the members of the civilian community; to provide educators with a measure of the vocational aptitude of their students through administration of the Armed Services Vocational Aptitude Battery; to cultivate community awareness; to assign inactive Reserve officers to recruiting support functions as Recruiting District Assistance Council Chairmen; to facilitate liason with various business, social and education cultures in the community; to obtain media support for the Navy Recruiting Command; to assist the local recruiter in any way the recruiter feels necessary; and to generate prospective applicants for the U.S. Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Transportation in the performance of their official duties relating to the recruitment of Merchant Marine personnel.

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File cabinets and magnetic tape.

Retrievability:

Information can be accessed by name and social security number.

Safeguards:

Lists and files are handled with discretion and accessible only to those personnel having a need to know.

Retention and disposal:

Records are retained for the tenure of the individual involved or in the case of high school Armed Services Vocational Aptitude Battery lists for a maximum two-year period or until information is no longer useful for recruiting support.

Magnetic tapes are demagnetized; other manual files are shredded or burned when discarded.

System manager(s) and address:

Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Information may be obtained from: Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202/692-4795

Requester is required to supply full name, rank/rate (if applicable), address and social security number.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Subject of the information; Field Recruiters; Area Commanders/District Commanding Officers; Chief of Naval Personnel; Chief of Naval Reserve; District Commandants; Chief of Naval Education and Training; Vocational Testing Group; Recruit Training Commands; Service Schools Commands and other officials and employees in the Department of the Navy and other components of the Department of Defense in the performance of their officials duties and as specified by current instructions and regulations promulgated by competent authority.

Exemptions claimed for the system:

None.

N01211-1

System name:

Naval Research Reserve Program Personnel Accounting System.

System location:

Office of Naval Research, 800 North Quincy St., Arlington, VA 22217

Categories of individuals covered by the system:

Research reserve personnel, officer and enlisted.

Categories of records in the system:

Military identification information, including Naval Officer Billet Codes, plus professional qualifications information, including education and occupation.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

To effectively manage the Office of Naval Research headquarters reserve unit. These records are used to maintain the unit's mobilization readiness. The system is used to prepare fitness reports, recall rosters, training reports and any other management function required to sustain the reserve unit.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punched cards, printouts, printed forms (NAVSO 1080/2 and 1080/2A).

Retrievability:

Name, rank, designator, NOBC's, education, major subject, First Navy qualification, first job function, reserve unit affiliation.

Safeguards:

Records kept in controlled access building, controlled computer spaces, file cabinets in limited access offices.

Retention and disposal:

Physically destroyed annualy when new questionnaire forms are received.

System manager(s) and address: Research Reserve Coordinator, Code 723, Office of Naval Research, Arlington, VA 22217.

Notification procedure: Write to SYSMANAGER, giving full name, rank, SSN. Visit office at above address, showing Naval Research ID Card.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Qualifications Questionnaire Naval Reserve Research Program, NAVSO form 1080/2.

Exemptions claimed for the system:

None.

N01301-1

System name:

Judge Advocate General Reporting Questionnaire.

System location:

Office of the Judge Advocate General (Code 61), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Categories of individuals covered by the system:

Officers reporting for duty in the Office of the Judge Advocate General.

Categories of records in the system:

Name, rank, branch of service, date of rank, date reported, previous duty station, date detached, Social Security Number, designator, division assignment, room number, office phone, spouse's name, number of dependents' spouse's employment, dependents names and ages, home telephone number, home address, name of officer relieving, billet sequence code, unit identification code, place of birth, date of birth, security clearance, basis, completed by and date of completion.

Authority for maintenance of the system:

10 U.S.C. 806 and E.O. 9397.

Purpose(s):

To assist the Judge Advocate General in assignment of officers within the Office of the Judge Advocate General.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are kept in a folder alphabetically and are stored in a file cabinet.

Retrievability:

Retrieved by officer's name.

Safeguards:

Records are maintained in a file cabinet under the control of authorized personnel during working hours; and the office space in which the cabinet is located is locked outside official working hours.

Retention and disposal:

Records are destoryed when the officer is transferred from the Office of the Judge Advocate General.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

The request should contain the full name of the individual concerned and must be signed. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332–2400.

The request should contain the full name of the individual concerned and must be signed. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information submitted by the officer upon his/her reporting for duty in the Office of the Judge Advocate General.

Exemptions claimed for the system:

None.

N01301-2

System name:

Naval Officer Development and Distribution Support System.

System location:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

All Naval officers on active duty; all Naval Reserve officers requesting recall to active duty.

Categories of records in the system:

Correspondence and personnel records in both automated and non-automated form concerning classification, qualifications, assignment, placement, career development, education, training, recall, release from active duty and management of Naval officers.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations;
10 USC 5504 Lineal List;
10 USC 5708 Promotion Selection List.

Purpose(s):

To assist Navy officials and employees in the classification, qualification determinations, assignment, placement, career development, education, training, recall and release of officer personnel pursuant to meet manpower allocations and requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetice tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name or social security account number.

Safeguards:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are generally maintained until superseded, or for a period of two years or until release from active duty and disposed of by burning or shredding.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. The letter should contain full name, rank, social security account number, designator, address and signature.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB #2), Rm. 1066, Washington, D.C. for assistance. Advance notification is requested for personal visits. Proof of identification will consist of military identification card.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

Record source categories:

Personnel Service jackets; records of the officer promotion system; officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority; education institutions; official records of professional qualifications; general correspondence concerning the individual.

Exemptions claimed for the system:

None.

N01306-1

System name:

Enlisted Development and Distribution Support System.

System location:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370 Secondary System-Enlisted Personnel Management Center, New Orleans, Louisiana 70159 and Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70149

Categories of individuals covered by the system:

All Navy enlisted personnel: Active, inactive, reserve, fleet reserve, and retired.

Categories of records in the system:

Correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, advancement, performance, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, and administration of Navy military personnel.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assist Navy officials and employees in the initiation, development, implementation of policies pertaining to enlisted personnel assignment, placement, retention, career enhancement, and motivation, and other career related matters, in order to meet manpower allocations and requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, or enlisted service number.

Safeguards:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

System manager(s) and address:

The Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, for Training and Administration of Reserve personnel only, to Commanding Officer, (Attn: Privacy Act Coordinator) Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70149. The letter should contain full name, social security account number (and/or enlisted service number), rate, military status, and signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB #2), Rm. 1066, Washington, D.C. for assistance records located in that building; or Training and Administration of Reserve personnel may visit the Commanding Officer (Privacy Act Coordinator), Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70149. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status; Educational institutions.

Exemptions claimed for the system:

None.

N01420-1

System name:

Officer Promotion System.

System location:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; and Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

Categories of individuals covered by the system:

All officers on active duty; all reserve officers on inactive duty.

Categories of records in the system:

Fitness Report Jacket, Selection Board Jacket, Officer Summary Record. Promotion History Cards, and other records concerning fitness and qualifications of officers and related to promotion requirements.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations;
10 USC 543 Selection Boards;
10 USC 33, 545, 549 Promotions.

Purpose(s):

To assist officials and employees of the Department of the Navy relating to the promotion of naval officers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the Navy's Officer Promotion System and the records contained therein.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tape, discs or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Automated records may be retrieved by social security account number. Manual records may be retrieved by social security account number and/or officer file number, and name.

Safeguards:

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or to Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses). The letter should contain full name, social security account number, (or officer file number), rank, military status, address and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex, (FOB#2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the Reporting Senior for records maintained by that individual. Proof of identification will consist of Military Identification Card.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, other Departments and Agencies of the Executive Branch of the Government, and components thereof, in the performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state and local court documents; general correspondence concerning the individual; official records of professional qualifications.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(1), (5), (6), and (7) as applicable. For additional information contact the System Manager.

NO1500-1

System name:

Naval Educational Development Records.

System location:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508-5100.

Categories of individuals covered by the system:

Applicants, participants, graduates and staff of officer acquisition professional development, Navy Youth, dependents' education (Atlantic), and Non-Traditional Education Support programs.

Categories of records in the system:

Applications, biographical information, student records and reports of performance, graduation, and disenrollment.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

Used by Naval Educational Development staff members, selection boards, Naval Military Personnel Command, and Navy media for selection, student monitoring, and utilization of graduates.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and punched cards.

Retrievability:

Name and social security number.

Safeguards:

Records are stored in locked cabinets and safes. Access to all records is under control of authorized personnel during working hours. After-hours access to the building in which the records are maintained is protected by uniformed guards requiring identification for admission. Office spaces are locked after hours.

Retention and disposal:

Destroy after completion of training, transfer, or discharge, provided the data has been recorded in the individual's service record or on the student's record card.

System manager(s) and address:

Chief of Naval Education and Training, Education and General Training Division, Naval Air Station, Pensacola, FL 32508-5100.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief of Naval Education and Training, Education and General Training Division, Naval Air Station, Pensacola, FL 32508-5100. The request should contain name, social security number, and address of the individual concerned and should be signed.

Record access procedures:

Individuals seeking access to records about themselves should address written inquiries to the Chief of Naval Education and Training, Education and General Training Division, Naval Air Station, Pensacola, FL 32508-5100.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Individual applications, selection board proceedings, transcripts, and correspondence.

Exemptions claimed for the system:

None.

N01500-2

System name:

NAVSCOLS/TIS, USMC Training Supsys.

System location:

Schools and other training activities or similar organizational elements of the Department of the Navy and Marine Corps as listed in the directory of Department of Navy activities.

Categories of individuals covered by the system:

Records of present, former, and prospective students at Navy and Marine Corps schools and other training activities or associated educational institution of Navy sponsored programs; instructors, staff and support personnel; participants associated with activities of the Naval Education and Training Command, including the Navy Campus for Achievement and other training programs; tutorial and tutorial volunteer programs; dependents' schooling.

Categories of records in the system:

Schools and personnel training programs administration and evaluation records. Such records as basic identification records i.e., social security number, name, sex, date of birth, personnel records i.e., rank/rate/grade, branch of service, billet, expiration of active obligated service, professional records i.e., Navy enlisted classification, military occupational specialty for Marines, subspecialty codes, test scores, basic test battery scores, and Navy advancement test scores. Educational records i.e., education levels, service and civilian schools attended, degrees, majors, personnel assignment data, course achievement data, class grades, class standing, and attrition categories. Academic/training records, manual and mechanized, and other records of educational and professional accomplishment.

Authority for maintenance of the system:

10 USC 5031.

Purpose(s): Course and training demands, requirements, and achievements; analyze student groups or courses; provide academic and performance evaluation in response to official inquiries; guidance and counseling of students; preparation of required reports, and for other training administration and planning purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of Education as required.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in microform or in file folders, card files, file drawers, cabinets, or other filing equipment. Automated records may be stored on magnetic tape, discs, punched cards, etc.

Retrievability:

Social security number and name.

Safeguards:

Access is provided on a 'need-to-know' basis and to authorized personnel only. Records are maintained in controlled access rooms or areas. Data is limited to personnel training associated information. Computer terminal access is controlled by terminal identification and the password or similar system. Terminal identification is positive and maintained by control points. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring are the responsibility of the functional managers. Information provided via batch processing is of a predetermined and rigidly formatted nature. Output is controlled by the functional managers who also control the distribution of output.

Retention and disposal:

Records disposal manual.

System manager(s) and address:

The commanding officer of the activity in question. See the directory of Navy and Marine Corps activities mailing addresses.

Notification procedure:

Apply to system manager. Requestor should provide his full name, social security number, military or civilian duty status, if applicable, and other data when appropriate, such as graduation date. Visitors should present drivers license, military or Navy civilian employment identification card, or other similar identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individuals, schools and educational institutions, Commander, Naval Military Personnel Command, staff of Naval Education and Training Command and other activities and the Commandant of the Marine Corps; instructor personnel; and Commander, Naval Recruiting Command.

Exemptions claimed for the system:

None.

N01500-3

System name:

Students Awaiting Legal, Medical Action Account.

System location:

Naval Air Technical Training Center, Lakehurst, New Jersey 08733

Categories of individuals covered by the system:

A. The student locator card file contains specific data on all student personnel assigned to NATTCL, whether or not they successfully completed training. A dead file is maintained after the student is transferred.

B. The 'others' file is a list of all students on board that are not enrolled in class. Categories include: Disciplinary, medical, and administrative (awaiting orders, port calls, passports, humanitarian requests, administrative discharge).

Categories of records in the system:

A. The student locator card file is composed of 4' x 6' cards on which the following is recorded: Name, previous command, rate, branch of service, date of transfer, new duty station and command, estimated date of arrival, standard transfer order number, and rate upon departure.

B. The following information is included on students listed in the 'others' file: Date of hold, type of hold, estimated period of hold, work assignment, parent command notification, date re-enrolled, availability submission (used to notify Chief of Naval Personnel of member's availability for transfer), date orders or discharge a received, date transferred, and remarks.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

To verify date of departure; to determine, in conjunction with the next duty station, if member is in an unauthorized absentee; to verify attendance and/or completion of training; to answer requests by parents who do not know the school or class individual is attending; to forward official correspondence; to maintain accountability of all students not enrolled in class to ensure the appropriate administrative actions are completed in a timely manner ensuring minimum delay in the training pipeline.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

A. Index card drawer.

B. File folders.

Retrievability:

A. Name.

B. Name, rate, social security number.

Safeguards:

A. Locked room.

B. Maintained in locked room-accessibility is limited to the student control office personnel, personnel officer, administrative officer, legal officer, executive officer, and commanding officer.

Retention and disposal:

A. Two years.

B. Two years.

System manager(s) and address:

A. Personnel office supervisor.

B. Personnel office supervisor.

Notification procedure:

A. The file is available to members upon proper identification.

B. The file does not contain information beneficial to the individual; however, with proper identification any student can review the form pertaining to himself. This may be accomplished by presentation of Military I.D. card to a responsible petty officer in the student control office.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

A. Official documents such as orders, assignment directives, and service records.

B. Sources of information are: NATTCL schools, medical authorities, legal officer, transfer section of personnel office, drug exemption officer, NATTCL duty office.

Exemptions claimed for the system:

None.

N01500-8

System name:

Personnel and Training Evaluation Program Automated System.

System location:

Strategic Systems Programs Office, Navy Department, Washington, DC 20376

Categories of individuals covered by the system:

Enlisted technicians who have been trained to operate and maintain the Strategic Weapon System on Fleet Ballistic Missile Submarines. These individuals are identified by a Navy Enlisted Classification Code in the series 3301-3349.

Categories of records in the system:

Individual's name, social security number, NEC codes, current duty station and projected rotation date, duty station assignment history, Armed Services Vocational Aptitude Battery or Basic Test Battery scores, completion data for Navy schools, civilian education, promotion history (present and past rate), enlistment data (dates of service entry and expiration of enlistment/extension), patrol experience and scores on the Personnel and Training Evaluation Program examinations.

Authority for maintenance of the system:

10 U.S.C. 5031.

Purpose(s):

To maintain a data base which will permit the Strategic Systems Programs Office to record achievement test scores of enlisted members who operate and maintain the Strategic Weapon System on Fleet Ballistic Missile Submarines. This information will be used to assess the adequacy of training received and the need for additional training.

Internal Navy users: Director, Strategic Systems Programs, Chief of Naval Technical Training and assigned schools, Type Commanders and assigned units in the performance of their duties relating to training on the Strategic Weapon System. Commander, Naval Military Personnel Command and Type Commanders and assigned units in the performance of their duties related to personnel assignment. Navy Personnel Research and Development Center who may, from time to time, validate service selection criteria for the DOD. It may be provided to such civilian contractors and their employees are or may be operating in accordance with an approved official contract with the U.S. Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's Compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on computer media, disks or magnetic tape. Hard copy reports are distributed to authorized user activities. These reports are stored in notebooks or file folders in drawers, cabinets or other filing equipment.

Retrievability:

SSN, name and duty station.

Safeguards:

Access is provided to authorized personnel only on a 'need-to-know' basis. Records are maintained in controlled access rooms or areas. Computer terminal access is controlled by terminal identification and password. Terminal identification is positive and maintained by control points. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring is the responsibility of the systems manager.

Retention and disposal:

Records are retained for five years after an individual leaves the Fleet Ballistic Missile program and then destroyed.

Head, Training Systems Branch, Strategic Systems Programs, Navy Department, Washington, DC 20376

Notification procedure:

Information should be obtained from the systems manager. Requester should provide his/her full name, social security number and military duty status. Visitors should present military identification card, civilian drivers license or other similar identification.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Individuals, their supervisors, Naval Military Personnel Command, schools assigned to the Chief of Naval Technical Training.

Exemptions claimed for the system:

None.

N01513-1

System name:

Navy Recruiting Command Attrition Tracking System.

System location:

Primary System - Recruiting Data Systems, Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Categories of individuals covered by the system:

Navy Enlisted Personnel who attrite during Basic Recruit Training.

Categories of records in the system:

File consists of records and correspondence pertaining to individuals discharged at Navy Recruit Training Centers. Records include personal and service information, education, physical and mental qualifications and circumstances surrounding discharge.

Authority for maintenance of the system:

10 USC 133, 275, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations.

Purpose(s):

To accumulate records and correspondence pertaining to individuals discharged at Navy Recruiting Training Centers. To provide attrition information to Navy Recruiting Command Headquarters for application against recruiter point averages under the Freeman Plan. To provide a historical record of reasons for attrition for use in determining new enlistment eligibility parameters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment or reenlistment eligibility and related benefits.

To officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their duties related to management of quality military recruitment.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual Records stored in file cabinets in a secure government building. Automated records are maintained on magnetic tape.

Retrievability:

Information can be retrieved by Social Security Account Number, Navy Recruiting Area or District Recruit Training Center, Age, Education, Discharge Reason.

Safeguards:

Only authorized routine users are permitted access to the records. The Headquarters building in which the records are located has a 24-hour guard which prevents unauthorized access to the building.

Retention and disposal:

Records are maintained at Headquarters, Navy Recruiting Command for five years, and then destroyed. Records at Area and District Headquarters are retained for one year before being destroyed.

System manager(s) and address:

Director, Recruiting Data Systems, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202-692-4089

Written requests for information should contain the full name, social security account number and location where individual was recruited, and signature.

Notification procedure:

Apply to System Manager.

Record access procedures:

The Agency's for access to records may be obtained from System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Discharge Sections at Navy Recruit Training Commands Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

Exemptions claimed for the system:

None.

N01531-1

System name:

USNA Applicants, Candidates, and Midshipmen Records.

System location:

U.S. Naval Academy, Annapolis, MD 21402-5000.

Categories of individuals covered by the system:

Applicants and candidates for admission and Naval Academy Midshipmen.

Categories of records in the system:

Admissions records contain pre-candidate questionnairies concerning educational background, personal data, physicial data, extracurricular activities, and employment; personal data; personal statements; transcripts from previously attended academic institutions; admission tests results; physical aptitude exam results; recommendation letters from school officials and others; professional development tests; interest inventory; extracurricular activities reports; reports of officer interviews; records of prior military service; and, Privacy Act disclosure forms. Nomination and appointment records include all card files of congressional offices and the names of persons whom each congressman appointed; files of candidates nominated for the following academic year; status cards, indexed by nominating source of all candidates appointed, admitted, and graduated, or resigned prior to graduation. Similar files are separately kept on foreign candidates.

Performance jackets and academic records include performance aptitude evaluations, performance grades, personal history, autobiography, record of emergency data, aptitude history, review boards records, medical excuse from duty forms, conduct records and grades, professional development tests, counseling and guidance development tests, counseling and guidance interview sheets and data forms, academic grades, class rankings, letters of commendation, training records, Oath of Office, Agreement to Serve, Privacy Act disclosure forms and other such records and information relative to the midshipmen.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 6956, 6957, 6958, 6962, and 6963; 44 U.S.C. 3101; and E.O. 9397.

Purpose(s):

To establish an audit trail of files which contains information on individuals as they progress from the application stage, through the admissions process, to disenrollment or graduation from the Naval Academy. Applicant's files contain information which is used to evaluate and to determine competitive standing and eligibility for appointments to the Naval Academy. Successful applicants become candidates whose files contain information to evaluate further each candidate's eligibility. Candidates' files are also used to identify candidates profiles for initiation of formal officer accession programs in conjunction with the Naval Academy admission process. Successful candidates who accept appointments become midshipmen. Midshipment records contain personal, academic, and professional background information and are used for the management, supervision, administration, counseling, and discipline of midshipmen.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Parents and legal guardians of midshipmen for the limited purpose of counseling midshipmen who encounter academic, performance, or disciplinary difficulties.

The United States Naval Institute for the limited purpose of notifying midshipmen and their parents about benefits and opportunities provided by the United States Naval Institute.

The Naval Academy Athletic Association for the limited purpose of promoting and funding the Naval Academy Intercollegiate Athletic Program.

The United States Naval Academy Foundation for the limited purpose of sponsoring midshipmen candidates who were not admitted in previous years.

The United States Naval Academy Alumni Association for the limited purpose of supporting its activities related to the mission of the Naval Academy.

The Contract Tailor Shop for the limited purpose of scheduling appointments as required for uniform fittings.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All hard copy records are kept in file folders in secure rooms or in locked cabinets.

On-line storage is maintained on the Honeywell DPS8 mainframe in Computer Services, with line networking to VACs and interfacing with microcomputers and dial-up lines.

Off-line storage is kept on disks.

Records on magnetic tapes and hard copy data are kept in secured rooms or in locked cabinets for operator access and user pickup.

Backup magnetic tapes are kept in a vault.

Retrievability:

Records are kept alphabetically by Company and Class. Records can be retrieved from data base by selection of any data element, i.e., name, address, alpha code, six digit candidate number, or Social Security Number, etc.

Safeguards:

Visitor control. Records are kept in locked cabinets or in secured rooms. Computer records are safeguarded through selective file access, signing of Privacy Act forms, passwords, RAM systems, program passwords, user controls, encoding and port controls. Disk and tape storage is in a secure room. Backup systems on magnetic tapes are secured in fire proof vault in Ward Hall.

Retention and disposal:

On-line computer records are destroyed one year after the midshipman's class graduates or the midshipman is separated.

Performance records are retained by the Performance Officer for two years after the midshipman's class graduates, and then destroyed. Backup systems on magnetic tapes and disks are kept in secure storage and destroyed two years after the midshipman's class graduates. Files relative to midshipmen separated involuntarily, including by qualified resignation, are retained for two years after the midshipman's class graduates, or three years from the date of separation, whichever date is later, and then destroyed.

Official transcripts and records files are kept indefinitely by the Registrar on microfilm, computer files, magnetic tapes, and hard copy; Admission records of unsuccessful candidates are properly destroyed after one year. Counseling and Guidance Research data are kept by the Professional Development Research Coordinator indefinitely. Nomination and appointment files are retained for varying lengths of time.

System manager(s) and address:

Superintendent, United States Naval Academy, Annapolis, MD 21402-5000.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Superintendent, United States Naval Academy, Annapolis, MD 21408-5000. Written requests should contain full name, company, class, and any personal identifier, such as a Social Security Number.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Superintendent, United States Naval Academy, Annapolis, MD 21408-5000. Written requests should contain full name, company, class, and any personal identifier, such as a Social Security Number.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Individuals, midshipman, supervisors, Registrar, instructors, professors, officers, midshipman personal history/performance record, midshipman autobiography, Record of Emergency Data (NAVPERS 601-2), Statement of Personal History (DD Form 398), Aptitude History Record (Form 1610-105), Midshipman Summary Sheet, Certificate of Release or Discharge From Active Duty (DD Form 214), Military Performance Board Results, Letters of Probation, Midshipmen Performance Evaluation Reports (Form 54A), Medical Reports, Clinical Psychologist Reports, Excused Squad Chits (Form 6320/20), Conduct Card (Form 1690/91C), Letters of Commendation, Counseling and Guidance Interview and Data Records, Letters of Congressmen, parents, etc., and copies of replies thereto, transcripts from high school or prior college, Review Board Records, and Record of Disclosure (Privacy Act).

Exemptions claimed for the system:

None.

N01571-1

System name:

Reserve Financial Management/Training System (RESFMS).

System location:

Primary-Commander, Naval Reserve Force, 4400 Dauphine Street, New Orleans, LA 70146-5000.

Decentralized segments - Naval Reserve Surface Force, Naval Reserve Air Force and their claimancies.

Categories of individuals covered by the system:

All individuals who are members of the Naval Reserve and those who are recruited into the Naval Reserve Programs.

Categories of records in the system:

System comprises records reflecting information pertaining to reservist's Active Duty for Training (ACDUTRA) and associated personal information such as name/rank/grade, SSN, current address, academic, medical qualifications, schools and training information. The system also contains a Standard Document Number (SDN) which is used to track cost of training, clothing and subsistence that is provided to the reservist.

Authority for maintenance of the system:

10 U.S.C. 5031

Purpose(s):

To write, modify and cancel orders for Naval Reservists performing ACDUTRA; to issue seabags, death benefits paid, per diem, travel, subsistence, drill pay, ACDUTRA and Temporary Active Duty (TEMAC) pay, disability payments, bonuses, school costs and special pay such as flight and sea pay, and to monitor training needs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disks and drums. Paper record, microfiche, printed reports and other related documents supporting the system are filed in cabinets and stored in authorized areas only.

Retrievability:

Automated records are retrieved by SSN, name and standard numbers.

Safeguards:

Within the computer center, controls have been established to distribute computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category will be shredded.

Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted management, placement, and distributing personnel who are directed to respond to valid, official requests for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

History of ACDUTRA orders are maintained in the system for three years, then destroyed. Accounting documents are maintained in the system for three years (current year and two prior years). Paper documents for each year are destroyed one year after the lapse for the earliest appropriation year.

System manager(s) and address:

Commander, Naval Reserve Force, 4400 Dauphine Street, New Orleans, LA 70146-5000

Notification procedure:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by a commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individuals concerned, disbursing officers, Navy schools, and military command to which the individual is attached.

Exemptions claimed for the system:

None.

N01572-1

System name:

Reservists reporting for active duty for training, background questionnaires.

System location:

Office of the Judge Advocate General (Code 62), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Officers reporting for duty in the Office of the Judge Advocate General.

Categories of records in the system:

Name, designator, rank, unit to which attached, law school attended, year admitted to practice and State or Territory where admitted, and employment.

Authority for maintenance of the system:

10 USC 806

Purpose(s):

Information provided by this questionnaire will routinely be used in the preparation of a memorandum to the Judge Advocate General and/or Deputy Judge Advocate General on each officer who reports for active duty for training. The memorandum permits the JAG and/or Deputy JAG to familiarize himself with the officer's background. It also assists the Reserve Personnel Division to make an informed assignment of the officer during his/her training period which will enable the officer and the JAG and/or Deputy JAG to obtain maximum benefit from the officer's training period.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, stored in a file cabinet.

Retrievability:

By officer's name.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the cabinets are located is locked outside of official working hours.

Retention and disposal:

Records are retaine and then destroyed.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the individual should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests should be addressed to the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

Exemptions claimed for the system:

None.

N01610-1

System name:

Navy Personnel Evaluation System.

System location:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

All members of the U.S. Navy including Regular, Reserve, Active Duty, Inactive Duty, Fleet Reserve and Retired.

Categories of records in the system:

Correspondence and investigatory material containing information pertinent to member's retention, assignment or separation.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assist in personnel administration of Navy members, including but not limited to retention, assignment, and separation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Director, Veterans Administration, and Director, Selective Service Administration and their officials and employees in connection with notsistance in obtaining benefits by members and former members. To officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to personnel administration. To state and local government agencies in the performance of their official duties related to personnel administration. When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary. The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards. Some information from the paper records is automated.

Retrievability:

Filed alphabetically by last name or by Social Security Account Number.

Safeguards:

Stored in locked safes and cabinets in buildings that employ security guards. File areas are accessible only to authorized persons who are properly screened, cleared and trained.

Retention and disposal:

Records are maintained as long as member has any affiliation with the Naval service and for five years thereafter and are then destroyed.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, social security account number, rank/rate/civilian status, address and notarized signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex, Washington, D.C. (FOB#2) Rm. 1066, for assistance with records located in that building. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Civilian and military investigative reports; reports of federal and state civilian court actions and criminal proceedings; general correspondence concerning and individual; officials and employees of the Department of the Navy, Department of Defense and Components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1), (2), (5), and (7) as applicable. For additional information contact the System Manager.

N01640-1

System name:

Individual Correctional Records.

System location:

United States Navy Brigs and United States Marine Corps Correctional Facilities. Official mailing addresses are in the Department of Defense Directory; and/or may be obtained from Naval Military Personnel Command, Washington, D.C. 20370.

Categories of individuals covered by the system:

Any military member confined in a naval facility as a result of or pending trial by courts-martial; any member sentenced to three days bread and water or diminished rations; and any military member awarded correctional custody to be served in a correctional custody unit.

Categories of records in the system:

File contains documents related to the administration of individual prisoners in the Department of the Navy confinement and correctional custody facilities - courts martial orders; release orders; confinement orders; medical examiners' reports; requests and receipts for health and comfort supplies; reports and recommendations relative to disciplinary actions; clothing and equipment records; mail and visiting lists and records; personal history records; individual prisoner utilization records; requests for interview; initial interview; spot reports; prisoner identification records; parolee agreements; inspection record of prisoner in segregation; personal funds records; valuables and property record; daily report of prisoners received and released; admission classification summary; social history; clemency recommendations and actions; parole recommendations and actions; restoration recommendations and actions; psychiatric, psychological, and sociological reports; certificate of parole; certificate of release from parole; requests to transfer prisoners; disciplinary action data cards showing name, grade, SSN, sex, education, sentence, offense(s), sentence computation, organization, ethnic group, discharge awarded, length of unauthorized absence, number and type of prior punishments, length of service, and type release; weekly status report (each member's legal status, offense charged, length of time confined). On tape, the same data as the disciplinary action data card, except name, computation of sentence.

Authority for maintenance of the system:

10 U.S.C. 951

Purpose(s):

Commanding officers, officers-in-charge, and chief petty officers-in-charge of Navy brigs and Marine Corps correctional facilities and staff members use these records to determine initial custody classification; to determine when custody grade change is appropriate; to gauge member's adjustment to confinement or correctional custody; to identify areas of particular concern to prisoners and personnel in correctional custody; to determine work assignment; to determine educational needs; serves as the basis for correctional treatment; serves as a basis for recommendations for clemency, restoration, and parole.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of Justice and state and local criminal justice agencies established by law.

To law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court actions or regulatory order.

To confinement/correctional system agencies for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty, and parole actions; verifications concerning military offenders or military criminal records, employment records and social histories.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; on punch cards and computer tapes.

Retrievability:

Paper records filed alphabetically by last name of prisoner. Information from computer tapes is retrieved using SSN of the individual.

Safeguards:

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Computer tape information at NMPC accessed only by authorized personnel.

Retention and disposal:

Logs and disciplinary action data cards are transferred to National Personnel Records Center, St. Louis, MO 63132 two years after release of prisoner. Other records are held at confinement facilities/correctional custody units for two years and destroyed. Transfer of a prisoner from one naval facility to another is not construed as a release. In such cases, the file accompanies the prisoner.

System manager(s) and address:

Commander, Naval Military Personnel Command (NMPC-84) Washington, D.C. 20370; Commandant of the Marine Corps (Code MPH) Washington, D.C. 20380.

Notification procedure:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Military personnel records; military financial and medical records; military and civilian investigative and law enforcement agencies; courts-martial proceedings; records of non-judicial administrative proceedings; United States military commanders; staff members and cadre supply information relative to service member's conduct or duty performance; and other individuals or organizations which may supply information relevant to the purpose for which this system was designed.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 USC 552a (j) (2) as applicable. For additional information, contact the System Manager.

N01710-1

System name:

Special Membership Listing of the Organizational Recreation Association.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses

Categories of individuals covered by the system:

This file records the name of all members who join the particular ship or activity recreation association. Also crossfiled by number of membership card.

Categories of records in the system:

This record lists the names, internal codes, room and telephone numbers of each membership card and dates purchased.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations.

Purpose(s):

To indicate income from sale of membership cards; to provide an audit trial for the auditors; and to confirm memberships, upon request.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concern, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

N01740-1

System name:

Personal Services and Dependents Services Support System.

System location:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; Navy Family Allowance Activity, Anthony J. Celebrezze Federal Building, Room 967, Cleveland, Ohio 44199; local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

All Navy military personnel: Officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, Naval Reserve Officer Training Corps personnel, and their dependents.

Categories of records in the system:

Applications, forms, correspondence and supporting documents and other personnel records concerning entitlements, benefits, basic allowance for quarters, waiver of indebtedness, travel allowance personal affairs.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.
10 USC 6161.
10 USC 2774 as amended by Pub. L. 92-453.

Purpose(s):

To assist in the management, supervision, and administration of personal services, benefits and entitlements for Navy service members and their dependents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Veterans Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

To officials and employees of Navy Relief and American Red Cross in the performance of their duties related to assistance of the members, their dependents and relatives.

To state and local government agencies in the performance of their official duties related to assistance of members and their dependents.

To non-government agencies only to assist members and their dependents.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders.

Retrievability:

Records may be retrieved by name, social security account number or enlisted service number/officer file number of member; or name of dependent.

Safeguards:

Computer and punched cards processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

Notification procedure:

Requests by correspondence shd to: Commander, Naval Military Persal Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, or name of the dependent, name of sponsor, sponsor's social security account number, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), Room 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy and the Department of Defense in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; general correspondence relative to individual; officials and employees of Navy Relief, the American Red Cross, Veterans Administration and other agencies in the performance of their official duties.

Exemptions claimed for the system:

None.

N01740-2

System name:

Federal Housing Administration Mortgage Insurance System

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Categories of individuals covered by the system:

Navy members who have home mortgages through FHA.

Categories of records in the system:

Payments made to FHA for insurance payments credited to members.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To calculate payments for FHA and to reconcile any discrepancies in accounts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of the Treasury when address is needed for issuance of a check.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Social security number and member's name.

Safeguards:

Guards, personnel screening and requestor codes.

Retention and disposal:

Destroyed one year after death or discharge of member.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to members at above address. Information request must contain Navy member's full name and social security number. Requester may visit above address and must have military identification card or valid state driver's license and social security card as proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

FHA, member, field disbursing officers.

Exemptions claimed for the system:

None.

N01746-1

System name:

Nonappropriated Fund Activity Information Support System.

System location:

Naval Military Personnel Command, Navy Department, Washington, D.C. 20370; and local nonappropriated Fund Activities under the cognizance of the Commander, Naval Military Personnel Command.

Categories of individuals covered by the system:

Individuals authorized under current regulations to use Commissioned Officers Messes (open), Chief Petty Officer Messes, Petty Officer First and Second Class Messes, Enlisted Men's Clubs, Consolidated Package Stores, Special Services Facilities, and other Non-Appropriated Fund Activities under the cognizance of the Commander, Naval Military Personnel Command.

Categories of records in the system:

Correspondence, records, membership applications, membership and user listings of Nonappropriated Fund Activity facilities, accounts receivable records, bad check listings, investigatory reports involving abuse of facilities, required for management of Nonappropriated Fund Activities under the cognizance Commander, Naval Military Personnel Command.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assist in the management, supervision and administration of Nonappropriated Fund Activities such as messes, clubs, package stores and special-services facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Primarily by Name, and/or Social Security Number/Membership Number.

Safeguards:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Instructions.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D. C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, 20370; or to the Head of the local Nonappropriated Fund Activity concerned. The letter should contain full name, social security account number, status, address, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Washington, D. C. 20370 (Arlington Annex, FOB #2), Rm. 1066 for assistance with records located in that building; or the individual may visit the local activity concerned for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

Exemptions claimed for the system:

None.

N01754-1

System name:

Navy Family Support Program.

System location:

Navy Family Service Centers (FSC's) located at various Navy and Marine Corps activities.

Categories of individuals covered by the system:

Military service members and their dependents, retirees and their dependents, and spouses of POW's and MIA's and their eligible dependents. In certain oversea locations and certain remote CONUS locations, civilian DOD employees may be eligible for services.

Categories of records in the system:

File could contain personal information such as name, SSN, case number, home address, telephone number, marriage counseling information, parent-child relationship information, family relations, financial data, and developmental disability information.

Authority for maintenance of the system:

10 U.S.C. 5031 and Executive Order 9397.

Purpose(s):

The Family Service Centers (FSC's) offer information, conduct referral services, and directly deliver services for a wide array of personal and family matters, counseling, assistance and crisis intervention to those eligible.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are stored in file folders and automated records are stored on magnetic tapes and discs.

Retrievability:

Records may be retrieved by the SSN or name of eligible person being served by the FSC.

Safeguards:

Access is limited to professional FSC staff and as delegated by the FSC Director at each location on a need-to-know basis. Paper records are stored in locked file cabinets. Automated records may be controlled by limiting physical access to data entry terminals or use of passwords. Access to computer information, and tape and disc storage, is strictly controlled. Work areas are sought-controlled during normal working hours. Building access is controlled and doors are locked during non-duty hours.

Retention and disposal:

Paper records are retained for two years and then destroyed. Automated records are maintained for five years, then tapes/discs are erased.

System manager(s) and address:

For Navy activities, the Head, Family Services, Navy Family Support Program (NMPC-66), Naval Military Personnel Command, Washington, DC 20370. For Marine Corps activities, the Head, Family Programs Branch (MHF), Headquarters, U.S. Marine Corps, Washington, DC 20380.

Notification procedure:

Written requests may be addressed to the appropriate Navy/Marine Corps activity concerned (mailing addresses are listed in the Navy directory in the component systems notice). Individuals should provide proof of identity, full name, rank, dates of counseling, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Information is normally obtained directly from the individual applying for counseling/assistance, however, there may be instances when the FSC counselor obtains information from mental health officials.

Exemptions claimed for the system:

None.

N01754-2

System name:

Navy/USMC Family Service Centers Volunteers.

System location:

Navy Family Service Centers (FSCs) located at various Naval and Marine Corps activities.

Categories of individuals covered by the system:

Any person who volunteers to assist at one of the Navy/USMC Family Service Centers.

Categories of records in the system:

File contains information such as name, home address, home telephone number, date of birth, age and number of children, experience, education, professional qualifications, interests, hobbies, assignments at the FSC, and any other information essential for placing the volunteer in the most appropriate position at the FSC.

Authority for maintenance of the system:

10 U.S.C. 5031.

Purpose(s):

To supervise the performance of individuals who have volunteered to assist in the Navy and Marine Corps Family Service Center (FSC) Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name or skill of volunteer.

Safeguards:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Building/rooms locked outside regular working hours.

Retention and disposal:

Records are retained for 15 years from the date the individual departs from the Center, and then destroyed.

System manager(s) and address:

Head, Family Support Program Division (NMPC-66), Human Resource Management Department, Naval Military Personnel Command, Washington, DC 20370.

Notification procedure:

Written requests may be addressed to the Naval or Marine Corps activity concerned. Individuals should provide proof of identity, full name, dates of volunteer service, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is obtained and periodically updated directly from the volunteer FSC employee.

Exemptions claimed for the system:

None.

N01754-3

System name:

Navy Child Development Services Program.

System location:

Navy Child Development or Family Service Centers located at various Navy and Marine Corps activities both in CONUS and overseas.

Categories of individuals covered by the system:

Navy and Marine Corps service members and their families or dependents. In certain locations, DOD civilian employees may be eligible for services.

Categories of records in the system:

File contains personal information such as name; SSN; case no.; home address and telephone number; insurance coverage; names of parents and children; performance rating; complaints; background information, including medical, educational references, and prior work experience, information from NIS, the family advocacy program, base security, and state and local agencies; information related to screening, training, and implementation of the Family Home Care program; and reports of fire, safety, housing, and environmental health inspections. Childrens' records will also include developmental profiles.

Authority for maintenance of the system:

10 U.S.C. 5031; 42 U.S.C. 5106, and Executive Order 9397.

Purpose(s):

To develop child care programs that meet the needs of children and families, provide child and family program eligibility and background information; verify health status of children and verify immunizations, note special program requirements; consent for access to emergency medical care; data required by USDA programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Naval Military Personnel Command and Navy and Marine Corps Family Service Centers, including Child Development Centers.

To Federal officials involved in Child Care Services, including child abuse.

To State and local officials involved with Child Care Services if required in the performance of their official duties.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or computer disks.

Retrievability:

By last name of member and SSN.

Safeguards:

Records are maintained in monitored or controlled areas accessible only to authorized personnel. Building or rooms are locked outside regular working hours.

Retention and disposal:

Records are kept for two years after individual is no longer in the Child Development Program and then destroyed.

System manager(s) and address:

Head, Child Development Services (NMPC-651), Naval Military Personnel Command, Washington, DC 20370-5000.

Notification procedures:

Written requests may be addressed to the appropriate Navy or Marine Corps activity concerned (see Directory of the Department of the Navy Mailing Addresses). Individuals should provide proof of identity and full name.

Record access procedures:

The agency's rules for access to records may be obtained from the Systems Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information in this system comes from individuals either applying as child care providers or participant of the Family Home Care program; background checks from State and local authorities; housing officers; information from the Family Advocacy program; base security officers and base fire, safety and health officers; and local family home care monitors and parents of children enrolled.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(2). The exemption rule for this system is contained in SECNAVINST 5211.5 series (32 CFR Part 701).

N01770-2

System name:

Casualty Information Support System.

System location:

Primary System-Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370 and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); Washington National Records Center, Suitland, Maryland.

Categories of individuals covered by the system:

All Navy military personnel who are reported missing, missing in Action, Prisoner of War or otherwise detained by armed force; deceased in either an active or inactive duty status; reported ill/injured in either active duty, fleet reserve, or retired status.

Categories of records in the system:

Correspondence, reports, and records in both automated and non-automated form concerning circumstances of casualty, next-of-kin data, survivor benefit information, personal and service data, and casualty program data.

Authority for maintenance of the system:

Title 5 USC 301; Departmental Regulations.

Purpose(s):

To assist in the management of the casualty assistance program and to provide swift accurate responses to beneficiaries and survivors of Navy military personnel; to aid in the efficient settlement of the service member's estate and other affairs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Health and Human Services in connection with eligibility, notification and assistance in obtaining benefits due.

To officials and employees of the Veterans Administration and the Selective Service Administration in connection with eligibility, notification and assistance in obtaining benefits due.

To officials and employees of state and local government agencies in connection with eligibility, notification and assistance in obtaining benefits due.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper files, microfiche or microfilm.

Retrievability:

Records may be retrieved by name and/or social security account number.

Safeguards:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, trained, and cleared.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Department Regulations.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, date of casualty and status at time of casualty, and signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), RM 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, Public Health Service, Veterans Administration, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; casualty reports may also be received from state and local agencies, Hospitals and other agencies having knowledge of casualties to Navy personnel; general correspondence concerning member.

Exemptions claimed for the system:

None.

N01770-3

System name:

Naval Academy Cemetery and Columbarium Records.

System location:

Security Department and Public Works Department, U.S. Naval Academy, Annapolis, MD 21402-5000.

Categories of individuals covered by the system:

Those eligible to reserve a lot for future burial in the Naval Academy Cemetery. Deceased individuals interred/inurned in the Naval Academy Cemetery/Columbarium.

Categories of records in the system:

State Burial Transit Permit, Application for Reimbursement of Headstone or Marker Expenses (VA Form 21-8834), Application of Standard Government Headstone or Marker for Installation in a Private or Local Cemetery (VA Form 40-1330), Lot Marker (NDW-USNA-DMC-1170/08), Columbarium Niche Cover Inscription (NDW-USNA-DMC-5370/42), U.S. Naval Academy Interment/Inurnment Record (NDW-USNA-DMC-5360/43), U.S. Naval Academy Cemetery Record (NDW-USNA-DMC-1170/46), Naval Academy Foundation Order (NDW-USNA-DMC-5360/09), and correspondence to and from individuals. Specifically, information contained on the forms or correspondence may be: Full name, home address, rank, service, social security number, date and place of birth, date and place of death, marital status, name of father and mother, name of next of kin and their address, telephone number, date of birth and date of death (if applicable), date and place of burial, lot number and other information relating to burial arrangements.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; Title 10 sections 1481-1488; 44 U.S.C. 3101; and Executive Order 9397.

Purpose(s):

To maintain official records of individuals holding gravesite reservations and/or individuals interred/inurned in the Naval Academy Cemetery or Columbarium. Records are used to respond to general inquiries from individuals holding gravesite reservations, to verify eligibility of spouses of an officer or enlisted person of the Navy or Marine Corps who is interred/inurned in the Naval Academy Cemetery or Columbarium.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and microfiche.

Retrievability:

Alphabetically by last name and numerically by lot number.

Safeguards:

Records are kept in a building not open to general visiting and are maintained in an area accessible only to authorized personnel. Building is under surveillance of security personnel during non-working hours. Microfiche records are kept in the Naval Academy Archives which is not open to general visiting and is locked during non-working hours.

Retention and disposal:

Records are permanent. They are retained after the individual is deceased.

System manager(s) and address:

Superintendent, U.S. Naval Academy, Annapolis, MD 21402-5000.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Superintendent, U.S. Naval Academy, Annapolis, MD 21402-5000. Requests should contain name and social security number of the individual concerned.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Superintendent, U.S. Naval Academy, Annapolis, MD 21402-5000.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in this system comes from the individual to whom it applies, the next of kin, and from the Register of the Alumni.

Exemptions claimed for the system:

None

N01800-1

System name:

Naval Home Resident Information System.

System location:

Primary System-Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pennsylvania 19146; Secondary System-National Personnel Records Center, St. Louis, Missouri 63132

Categories of individuals covered by the system:

Residents of the Naval Home (current, discharged and deceased).

Categories of records in the system:

Correspondence and records concerning application for admission and supporting documents, personnel data, service data, personal affairs, administrative records covering period of residence.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.
24 USC 17.

Purpose(s):

To manage and supervise the Naval Home with specific emphasis on personnel administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Veterans Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by residents of the Naval Home.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records may be stored in paper file folders, and/or vertical card files.

Retrievability:

Records may be retrieved by name.

Safeguards:

All file folders and cards of residents are locked in file cabinets and are available only to authorized persons having a need to know.

Retention and disposal:

Records are maintained at Naval Home for Life of Resident and for 10 years after death or discharge or Resident; thereafter, records are retained at the National Personnel Records Center, St. Louis, Missouri.

System manager(s) and address:

Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146.

Notification procedure:

Requests by correspondence should be addressed to : Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa

19146. The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, and signature of requestor. The individual may visit the Governor, U.S. Naval Home for assistance with record located in that building. Proof of identification will consist of Military Identification Card.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and Veteran's Administration in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

Exemptions claimed for the system:

None.

N01810-1

System name:

Directory of Retired Regular and Reserve Judge Advocates.

System location:

Office of the Judge Advocate General (Code 61) Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Retired Officers of the Judge Advocate General's Corps.

Categories of records in the system:

Name, SSN, Designator, address, rank, retirement date.

Authority for maintenance of the system:

10 U.S.C. 806.

Purpose(s):

To utilize/assign retired Judge Advocate Generals' Corps Officers to Official Navy Selection Boards involving Judge Advocate Generals' Corps Personnel and to facilitate location of lawyers throughout the world with naval experience, which may be utilized by the Naval Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts.

Retrievability:

Computer paper printouts requested from the Bureau of Naval Personnel. Retirees are shown alphabetically by rank.

Safeguards:

Records are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records not kept after person is deceased.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests from individuals should be addressed to the system manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information received from records held by the Bureau of Naval Personnel.

Exemptions claimed for the system:

None.

N01850-1

System name:

Determinations on Origins of Disabilities For Which Military Members Have Retired.

System location:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Retired or former members of the Navy or Marine Corps who have been placed on the Temporary Disability Retired List or Permanent Disability Retired List and who have subsequently obtained or applied for Federal civilian employment.

Categories of records in the system:

Requests originated by individuals concerned or any federal agencies employing such individuals; Bureau of Medicine and Surgery historical narratives and opinions concerning the origins of disabilities of individuals on whom determinations have been requested; copies of Judge Advocate General determinations; and related correspondence.

Authority for maintenance of the system:

5 U.S.C. 3502(a), 6303(a), 8332(c);
5 U.S.C. 301;
44 U.S.C. 3101.

Purpose(s):

Information is used as the basis for determinations concerning the eligibility of individuals to certain benefits connected with Federal civilian employment available to those disabled in combat with enemies of the United States or having disabilities caused by instrumentalities of war during periods of war.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determinations are rendered, upon request, to any Federal agencies employing members who retired from the naval service for disability.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name of individual.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained by written request to the System Manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written request must be signed by the requesting individual. Visits may be made to: Civil Affairs Division (Code 12), Office of the Judge Advocate General, Room 9N11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332.

Armed forces identification card or state driver's license is required for identification.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Employment information in the system is submitted by the individuals concerned or the Federal agencies employing them. Medical information in the system is obtained from the individuals' medical records, physical evaluation board records, and service records.

Exemptions claimed for the system:

None.

N01850-2

System name:

Physical Disability Evaluation System Proceedings.

System location:

Director, Disability Evaluation System, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

Categories of individuals covered by the system:

All Navy and Marine Corps personnel who have been considered by a Physical Evaluation Board for separation or retirement by reason of physical disability (including those found fit for duty by such boards).

Categories of records in the system:

File contains medical board reports; statements of findings of physical evaluation boards; medical reports from Veterans Administration and civilian medical facilities; copies of military health records; copies of JAG Manual investigations; copies of prior actions/appellate actions/review taken in the case; transcripts of physical evaluation board hearings; rebuttals submitted by the member; intra and interagency correspondence concerning the case; correspondence from and to the member, members of Congress, attorneys, and other interested members; and documents concerning the appointment of trustees for mentally incompetent service members.

Authority for maintenance of the system:

10 U.S.C. 1216.

Purpose(s):

To determine fitness for duty or eligibility for separation or retirement due to physical disability of Navy and Marine Corps personnel, by establishing the existence of disability, the degree of disability, and the circumstances under which the disability was incurred, and to respond to official inquiries concerning the disability evaluation proceedings of particular service personnel.

Used by the Office of the Judge Advocate General relating to legal review of disability evaluation proceedings; response to official inquiries concerning the disability evaluation proceedings of particular service personnel; to obtain information in order to initiate claims against third parties for recovery of medical expenses under the Medical Care Recovery Act (42 U.S.C. 2651-53); and to obtain information on personnel determined to be mentally incompetent to handle their own financial affairs, in order to appoint trustees to receive their retired pay.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Veteran's Administration to verify information of service connected disabilities in order to evaluate applications for veteran's benefits.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and microfiche, and in some files, plastic recording discs and cassettes.

Retrievability:

Filed by year of initial disability proceeding, and alphabetically by name within that year. Veterans Administration— To verify information of service connected disabilities in order to evaluate applications for veterans' benefits.

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours. Access during working hours is controlled by Board personnel and the office space in which the file cabinets and storage devices are located is locked after official working hours. The building in which the office is located employs security guards.

Retention and disposal:

Records are permanent. They are retained by the Naval Council of Personnel Boards for six years. After that time, they are sent to the Washington National Center, 4205 Suitland Road, Suitland, Maryland.

System manager(s) and address:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

Notification procedure:

Information may be obtained from the Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St. Arlington, Va. 22203.

Written requests for information should contain the full name of the individual, military grade or rate, and date of Disability Evaluation System action. Written requests must be signed by the requesting individual.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card (active duty or retired) or a driver's license.

Record access procedures:

Requests from individuals should be addressed to the Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph St., Arlington, Va. 22203.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Military medical boards and medical facilities; Veterans Administration and civilian medical facilities; physical evaluation boards and other activities of the disability evaluation system, Naval Council of Personnel Boards, the Naval Medical Command; the Judge Advocate General; Navy and Marine Corps local command activities, other activities of the Department of Defense; and correspondence from private counsel and other interested persons.

Exemptions claimed for the system:

None.

N01900-1

System name:

Naval Discharge Review Board Proceedings.

System location:

Naval Discharge Review Board, Room 914, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

Categories of individuals covered by the system:

Former Navy and Marine Corps personnel who have submitted applications for review of discharge or dismissal pursuant to 10 USC 1553, or whose discharge or dismissal has been or is being reviewed by the Naval Discharge Review Board, on its own motion, or pursuant to an application by a deceased former member's next of kin.

Categories of records in the system:

The file contains the former member's application for review of discharge or dismissal, any supporting documents submitted therewith, copies of correspondence between the former member or his counsel and the Naval Discharge Review Board and other correspondence concerning the case, and a summarized record of proceedings before the Board.

Authority for maintenance of the system:

10 USC 1553.

Purpose(s):

Selected information is used to defend the Department of the Navy in civil suits filed against it in the State and/or Federal courts system. This information will permit officials and employees of the Board to consider former member's applications for review of discharge or dismissal and any subsequent application by the member; to answer inquiries on behalf of or from the former member or counsel regarding the action taken in the former member's case. The file is used by members of the Board for Correction of Naval Records when reviewing any subsequent application by the former member for a correction of records relative to the former member's discharge or dismissal.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The file is used by counsel for the former member, and by accredited representatives of veterans' organizations recognized by the Administrator of Veterans' Affairs under 38 U.S.C. 3402 and duly designated by the former member as his or her representative before the Naval Discharge Review Board.

Officials of the Department of Justice and the United States Attorneys offices assigned to the particular case.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; plastic recording disks and recording cassettes.

Retrievability:

The records are filed by name, by social security number, and by service number.

Safeguards:

Files are kept within the Naval Discharge Review Board's administrative office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

Retention and disposal:

Files are permanent. They are retained in the Naval Discharge Review Board's administrative office for two years. After that time, they are sent to the Federal Records Center, 4205 Suitland Road, Suitland, Maryland 20409.

System manager(s) and address:

Director, Naval Council of Personnel Boards, Department of the Navy, 801 North Randolph Street, Arlington, Va. 22203

Notification procedure:

Information may be obtained from the Naval Discharge Review Board, Room 905, 801 North Randolph Street, Arlington, Va. 22203. Telephone 202/692-4991

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information contained in the files is obtained from the former member or those acting on the former member's behalf, from military personnel and medical records, and from records of law enforcement investigations.

Exemptions claimed for the system:

None.

N01900-2

System name:

Navy Individual Service Review Board Proceedings (ISRB).

System location:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370.

Categories of individuals covered by the system:

Individuals who have applied for discharge from the United States Navy who claim membership in a group which has been determined to have performed active military service with the United States Navy.

Categories of records in the system:

The file contains the individual's application for discharge, supporting documentation, copies of correspondence between the individual and the Navy ISRB and other correspondence concerning the case.

Authority for maintenance of the system:

Pub. L. 95-202.

Purpose(s):

The file is used in conjunction with the consideration of the individual's application for discharge and any subsequent application by the individual. The file is used by the individual, the counsel for the individual, his/her designated representative and by the Navy ISRB.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and cross-referenced index cards.

Retrievability:

The records are filed by name.

Safeguards:

The files are kept within the Naval Military Personnel Command offices. Access during business hours is controlled by Command personnel. Records not in use are maintained in a room which is locked during non-duty hours. The Command is secured at the close of business and the building is which the command is located has limited access controlled by security guards.

Retention and disposal:

Applications which are approved will necessitate creation of a service record which is part of the Navy Personnel Records System. Remaining records are retained in the Naval Military Personnel Command for two years and then destroyed. Cross-referenced index cards are retained permanently in the Naval Military Personnel Command.

System manager(s) and address:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, DC 20370.

Notification procedure:

Information may be obtained from the Commander, Naval Military Personnel Command (NMPC-3), Department of the Navy, Washington, DC 20370.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information contained in the files is obtained from the individual or those acting on the individual's behalf, from other military records and from the Department of Defense Civilian/Military Service Review Board.

Exemptions claimed for the system:

None.

N02060-1

System name:

PWC Subic Residential Telephone Billing.

System location:

U.S. Navy Public Works Center, Subic Naval Facility, Subic Bay, Republic of the Philippines, Box 6, FPO San Francisco 96651-2900.

Categories of individuals covered by the system:

All current civilian and military residential subscribers of the PWC Subic Bay Telephone System located in the Republic of the Philippines; and past subscribers who have outstanding unpaid accounts.

Categories of records in the system:

Individual's name; SSN; residential phone number; office phone number; rank or grade level; official and residential addresses; type and number of instruments/service provided; financial charges accrued and paid; and long distance calls made.

Authority for maintenance of the system:

Pub. L. 97-365; Pub. L. 89-508; Title 5 U.S.C. 5584; Title 5 U.S.C. 5514; DOD Directives 4640.3; 4640.4 and 7045.13; and E.O. 9397.

Purpose(s):

To manage, process and collect funds from residential users of the PWC Subic Bay Telephone System, Republic of the Philippines.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Navy's listing of the system notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in computer software files as well as hard copy forms.

Retrievability:

Information is accessed via hard copy files, and retrieved by SSN, telephone number and/or individual's name.

Safeguards:

Access to building is restricted to guards during other than normal business hours. Files and building are locked except during normal business hours.

Retention and disposal:

Individual files are maintained for two years after close of account, then destroyed.

System manager(s) and address:

Commanding Officer, U.S. Navy Public Works Center, Box 6, FPO San Francisco 96651-2900.

Notification procedure:

Information should be obtained from the system manager. Requesting individuals should specify their full name and telephone number. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting invididual.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in SECNAVINST 5211.5C (32 CFR part 701, Subparts F and G).

Record source categories:

Information in this system is provided by the individual concerned, telephone billing office and the long distance telephone billing office.

Exemptions claimed for the system:

None.

N03461-2

System name:

POW/MIA Captivity Studies.

System location:

Naval Aerospace Medical Institute, Special Studies Department (122), Naval Air Station, Pensacola, Florida 32508

Categories of individuals covered by the system:

Files are maintained by Code on all military and civilian returned prisoners of war, and on the families of military POW/MIAs, civilian POWs and military KIAs.

Categories of records in the system:

Files consist of intelligence debriefing material, microfilm and microfiche copies of medical records, X-rays, dental and somatotype photographs, newspaper clippings, individual and family research questionnaires.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

Files are converted to group statistics and are used for researching the effects of the captivity experience on the man and his family and for recommending changes in training and improved health care delivery services, as well as for professional publications. Information is used by the Professional Staff, Center for Prisoner of War Studies, Research Staff, Naval Aerospace Medical Institute, Pensacola, Florida; Research Staff, Brooke Army Medical Center, San Antonio, Texas.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Files consist of file folders, magnetic and video tapes, key-punched IBM cards, computer tapes, microfiche and microfilm.

Retrievability:

Files are retrieved by code number.

Safeguards:

All files in this system are protected by limited, controlled access, locked doors and class 6 security cabinets. Only professional and/or research staff with appropriate security clearances are given access to files.

Retention and disposal:

The files will be maintained as long as there is an ongoing program of captivity research; with destruction of codes when files are closed.

System manager(s) and address:

Head, RPOW Data Analysis Division, Naval Aerospace Medical Institute, Naval Air Station, Pensacola, Florida 32508

Notification procedure:

Write: Commanding Officer, Naval Aerospace Medical Institute, ATTN: Code 122, Naval Air Station, Pensacola, Florida 32508, providing full name, military or civilian status, POW status, security clearance, and service affiliation.

Record access procedures:

The Agency's rules for access to records may be obtained from the System's manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All information contained in files was obtained through personal interviews with returned POWs, families of POW/MIA/KIA/hostages/civilian POWs, through intelligence debriefings at time of repatriation, newspapers and periodicals, and from materials supplied by the Department of the Army (Office of the Surgeon General and Army Intelligence); Department of the Navy (Bureau of Medicine and Surgery and Naval Intelligence); and Marine Corps Headquarters.

Exemptions claimed for the system:

None.

N03501-1

System name:

Fleet Ballistic Missile Submarine Demo and Shakedown Operation Crew Evaluation.

System location:

Director, Strategic Systems Projects (PM-1), Department of the Navy, Washington, D.C. 20376

Categories of individuals covered by the system:

Officer and enlisted personnel in responsible positions within the Weapons and Navigation Department of both crews of a fleet ballistic missile submarine undergoing Demonstration and Shakedown Operations.

Categories of records in the system:

Memorandum report to file.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

Preparation of Certification for Deployment Messages by Director, Strategic Systems Projects and Commander, Submarine Group Six, and development of follow-on training programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File holders.

Retrievability:

Ship and crew designators.

Safeguards:

Access restricted to Assistant for Weapons System Operation and Evaluation staff, Strategic Systems Project Office and Commander Submarine Group Six staff. Vault storage.

Retention and disposal:

Maintained for at least two years then destroyed by shredding.

System manager(s) and address:

Director, Strategic Systems Projects, Department of the Navy, Washington, D.C. 20376

Notification procedure:

All inquiries should be directed to the Privacy Act Coordinator:

Deputy Director, Strategic Systems Projects
Department of the Navy
Washington, D.C. 20376

and should indicate full name, military status, time period and ship undergoing Demonstration and Shakedown Operations, and billet held.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Observation of Demonstration and Shakedown Operation team and questionnaire filled out by ship's personnel.

Exemptions claimed for the system:

None.

NO3501-2

System name:

Navy Recovery Data Base System.

System location:

Primary location—Commander, Naval Facilities Engineering Command (Code 0622), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332.

Secondary System—Prinicipal Planning Agents are the Commander in Chief, U.S. Pacific Fleet, Pearl Harbor, HI 96860-7000 and Commander in Chief, U.S. Atlantic Fleet, Norfolk, VA 23511-6001. The Regional Planning Agents are the Commander, Naval Base, Seattle, WA 98115-5012, the Commandant Naval District Washington, Washington Navy Yard, Washington, DC 20374-2002; the Commander, Naval Base San Francisco, Naval Station, Treasure Island, San Francisco, CA 94130-5018; the Commander, Naval Base, 937 North Harbor Drive, San Diego, CA 93132-5100; the Commander, Naval Base, Box 110, Pearl Harbor, HI 96860; the Commander, Naval Base, Philadelphia, PA 19112-5098; the Commander, Naval Base, Norfolk, VA 23511-6002; the Commander, Naval Training Center, Bldg. 1, Great Lakes, IL 60088-5026; the Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419-5100 and the Commander, Naval Base, Charleston, SC 29408-5100.

Categories of individuals covered by the system:

Selected Naval Reserve Officers assigned to appropriate civil/military headquarters to represent Department of the Navy (DON) planning agents in planning and coordinating DON assistance to civil authorities in civil emergencies/disasters.

Categories of records in the system:

Names, home adddresses and telephone numbers of Navy Reserve Officers currently assigned to the program.

Authority for maintenance of the system:

5 U.S.C. 301.

Purpose(s):

To assist in the operation and administration of the Department of the Navy Civil Disaster Assistance Program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of Navy's listing of record systems apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are stored vary; but include magnetic disks and file copies.

Retrievability:

Automated records may be retrieved by name or area of responsibility.

Safeguards:

Records are available only to authorized personnel having a need to know through the use of access codes and encrypted data.

Retention and disposal:

Records on Navy Reserve Officers are retained only for their tour of duty while assigned to the program and superceded data is removed from the system or destroyed.

System manager(s) and address:

Commander, Naval Facilities Engineering Command (FAC 0622), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2300.

Notification procedure:

Requests from individuals should be addressed to the systems manager. Requests received by mail must be accompanied by the individual's full name and a statement verifying the requester's identity. Requesters may also inquire in person at the naval base or station. In such case, proof of identity will consist of full name and a positive piece of identification such as a driver's license or DOD ID card.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in SECNAVINST 5211.5C (32 CFR part 701, subparts F and G).

Record source categories:

The information is supplied by the Naval Reserve Officer upon his/her assignment to the program.

Exemptions claimed for the system:

None.

N03760-1

System name:

Naval Flight Record Subsystem (NAVFLIRS).

System location:

The primary data base is maintained at the Naval Sea Logistics Center, Navy Maintenance Support Office, 5430 Carlisle Pike, P.O. Box 2060, Mechanicsburg, PA 17055-0795.

Secondary data bases are maintained at the Naval Safety Center, Naval Air Station, Norfolk, VA 23511-5796 and at Commandant of the Marine Corps, Headquarters, U.S. Marine Corps, Washington, DC 20380-0001.

Local data bases are maintained on all aircraft carriers. Additional Marine Corps sites are FMFPAC ASC 06, Camp Smith, HA; RASC, Camp Pendleton, CA; RJE Marine Corps Air Station, Cherry Point, NC; 6th FASC, Marine Corps Air Station, Iwakuni, Japan; and ASC, Marine Corps Base, Quantico, VA.

Categories of individuals covered by the system:

All aeronautically designated commissioned Navy and Marine Corps Officers and enlisted members assigned as aircrew members in the operation of an aircraft in accordance with the direction of competent authority.

Categories of records in the system:

Reports of each flight submitted to the custodian of the aircraft. Records contain personal identification (name, rank, social security number), and specific technical data related to the flight of naval aircraft.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

Naval Flight Record Subsystem consolidates the collection of naval flight data into a single, locally controlled collection and correction system, and implements a standard data collection source document (the Naval Flight Record OPNAV 3710/4) throughout the Navy and Marine Corps. It further establishes a single control data base containing all naval flight data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To committees authorized by Congress to investigate certain phases of the Naval Aviation Program.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Individual records are primarily retrieved by a unique document number assigned to each naval flight record. Additionally, each of the data elements such as pilots' social security number, model aircraft and squadron may be used to retrieve individual records.

Safeguards:

Magnetic tapes are stored in limited access areas and handled by personnel that are properly trained in working with automated systems of records.

Retention and disposal:

The primary data base and the secondary data base at the Naval Safety Center are permanent. Records in the secondary data base at Headquarters, U.S. Marine Corps are erased from tape when the individual is removed from active flight status. Local data bases purge all magnetic tape records after six months.

System manager(s) and address:

Commander, Naval Air Systems Command, Washington, DC 20361-0001.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commanding Officer, Naval Sea Logistics Center, 5450 Carlisle Pike, P.O. Box 2060, Mechanicsburg, PA 17055-0795. The request should contain full name, social security number, squadron assigned, and address of the individual concerned and should be signed. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commanding Officer, Naval Sea Logistics Center, 5450 Carlisle Pike, P.O. Box 2060, Mechanicsburg, PA 17055-0795.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Aircraft reporting custodian, Navy and Marine Corps pilots.

Exemptions claimed for the system:

None.

N03834-1

System name:

Special Intelligence Personnel Access File.

System location:

Commander Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389

Categories of individuals covered by the system:

All civilian and military personnel of the Department of the Navy and contractors and consultants of the Department of the Navy.

Categories of records in the system:

Records pertaining to the eligibility of Department of the Navy personnel (civilian, military, contractor and consultant) to be granted access to Special Intelligence which include documents of nomination, personal history statements, background investigation date and character, narrative memoranda of background investigation, eligibility documents for access to special intelligence, proof of indoctrination and debriefings as applicable and record of hazardous activity restrictions assigned.

Authority for maintenance of the system:

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records. 3101, Records Management by Federal Agencies; Executive Order 11652, Classification and Declassification of National Security Information and Material.

Purpose(s):

To permit a determination of an individual's eligibility for access to Special Intelligence information. This information may be provided to the Department of Defense and all its components to certify Special Compartmented Intelligence access status of Naval personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, the Department of Energy, the Department of Treasury, and to any other Federal agency in the performance of their official duties, to certify SCI access status of Naval personnel.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Active files consist of paper records in file folders and computerized tapes. Inactive files are retained on microfiche.

Retrievability:

Records are filed alphabetically by last name of the individual.

Safeguards:

GSA approved containers located in controlled access spaces.

Retention and disposal:

Records are retained indefinitely. Inactive files are retained on microfiche.

System manager(s) and address:

Commander, Naval Intelligence Command, 4600 Silver Hill Road, Washington, DC 20389.

Notification procedure:

Information may be obtained by written request to the system manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Personal History Statement and related forms from the individual. Access forms and documents prepared by the system manager. Correspondence between system manager and activities requesting access status.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1) and (5) as applicable. For additional information contact the System Manager.

N03900-1

System name:

Naval Air Test Center Technology Data File.

System location:

Office of Staff Assistant for Research and Technology, Naval Air Test Center, Patuxent River, Maryland 20670. Included in this notice are those records duplicated for maintenance at a site closer to where the technical specialists and technology representatives work.

Categories of individuals covered by the system:

All civilian and military technical managers, directors, technical directors, chief test pilots, chief engineers, program managers, department heads, department chief engineers, technical specialists and technicians who work at the Naval Air Test Center (NAVAIRTESTCEN). It also includes personnel who are considered a technical resource by directorate management.

Categories of records in the system:

Individual's name, SSN, date of birth; status (military or civilian); classification (i.e., GS-0855 for civilians or 06/1510 for military); formal education; technical courses/operational training; test and evaluation, research and development, and military experience; current RDT&E activity contacts; membership in professional organizations and societies; level of responsibility in NAVAIRTESTCEN organization; organizational code; office telephone number; naval aviation technology preference and a listing of any unique technical skills, experience or knowledge individual may possess.

Authority for maintenance of the system:

10 U.S.C. 5031.

Purpose(s):

To develop an on-line information network which provides project personnel a means to fully exploit NAVAIRTESTCEN technical resources and provide technical managers a real-time assessment of NAVAIRTESTCEN technical depth in the areas of education, training, experience and professional interface associated with emerging naval aviation technologies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic disk and hardcopy forms.

Retrievability:

Social Security Number.

Safeguards:

During working hours the NAVAIRTESTCEN staff building is open to official visitors and civilian, military and contractor personnel employed by NAVAIRTESTCEN. After working hours, the building is secured. Access to the staff building after working hours can only be obtained by securing assistance from the base Command Duty Officer. The system is protected by the following software features: User identification number, password sign-on and procedure name.

Retention and disposal:

Records are retained in the current data base until he/she is no longer an employee of NAVAIRTESTCEN. When an employee leaves NAVAIRTESTCEN, the record is removed from the current data base. After ten years, the record will be erased from tape.

System manager(s) and address:

Staff Assistant for Research and Technology, Naval Air Test Center, Patuxent River, MD 20670.

Notification procedure:

Information should be obtained from the systems manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

All data contained in the NAVAIRTESTCEN Technology Data File is obtained from the individuals in the data file. Data is collected by means of an annual questionnaire.

Exemptions claimed for the system:

None.

N04050-1

System name:

Personal Property Program.

System location:

All Navy Personal Property Counseling and Shipping Offices and Federal Records Centers (mailing addresses are listed in the Navy directory in the appendix to the Component System Notice).

Categories of individuals covered by the system:

DOD and other federal departmental military personnel and their dependents and civilian employees and their dependents having applied for and shipped and/or stored personal property, privately owned automobiles and mobile homes.

Categories of records in the system:

File contains individual's applications for shipment and/or storage related shipping documents and records of delivery, payment, and inspection of personal property. Forms maintained include: DD 619 Statement of Accessorial Services Performed; DD 1100 Household Good Storage Record; SF 1103 U.S. Government Bill of Lading; DD 1252 U.S. Customs Declaration for Personal Property Shipments (Part I); DD 1252-1 U.S. Customs Declaration for Personal Property Shipments (Part II); DD 1299 Application for Shipment and/or Storage of Personal Property; DD 1671 Reweight of Personal Property; DD 1780 Report of Carrier Services Personal Property Shipment; DD 1781 Customer Satisfaction Report; DD 1797 Personal Property Counseling Checklist; DD 1799 Member's Report on Carrier Performance- Mobile Homes; DD 1800 Mobile Home Shipment Inspection at Destination; DD 1841 Government Inspection Report; DD 1842 Claim for Personal Property Against the United States; DD 1845 Schedule of Property.

Authority for maintenance of the system:

5 U.S.C. 5724; DOD Regulation 4500.43; DOD Regulation 4500.34-R; 'personal Property Traffic Management Regulation;' JAG Manual; NAVSUP Publication 490; 'Transportation of Personal Property.'

Purpose(s):

Navy Personal Property Shipping Offices applicable finance centers and the Navy Material Transportation Office for effecting, coordinating and payment of personal property shipment and storage

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of member.

Safeguards:

Records are maintained in monitored or controlled areas accessible only to authorized personnel that are properly cleared and trained. Buildings-rooms locked outside regular working hours.

Retention and disposal:

Records are retained in Personal Property Office files for a period of four years, then forwarded to Federal Record Centers and/or General Accounting Office for indefinite retention.

System manager(s) and address:

Commander, Naval Supply Systems Command (Code 05), Washington, D.C. 20376.

Notification procedure:

Written requests may be addressed to the appropriate Navy personal property shipping office concerned (mailing addresses are listed in the Navy directory in the component system notice). Individuals should provide proof of identity, full name, rank, dates of shipment-storage, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the Commander, Naval Supply Systems Commands (Code 05), Washington, D.C. 20376.

Contesting record procedures:

The agency's rules for contesting contents of records and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Application and related forms submitted by the individual concerned.

Exemptions claimed for the system:

None.

N04060-1

System name:

Navy and Marine Corps Exchange and Commissary Sales Control and Security Files.

System location:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Customers, employees, and guests at Navy and Marine Corps Exchanges and Commissaries, including individuals making large dollar volume purchases and contract purchases; individuals having requested adjustments or made claims; individuals having previously passed bad checks or been apprehended for shoplifting.

Categories of records in the system:

Sales and contract records; lists, logs, or card records of individuals; claims and adjustment records; large volume purchase records; mail orders, and customer special order records, customer list; correspondence; and abuser notification letters. Records of complaints and investigations of regulatory and criminal violations.

Authority for maintenance of the system:

5 U.S.C. 301; Departmental Regulations.

Purpose(s):

To control sales; to prevent and detect abuse of privileges; to determine responsibility when there are violations of regulations or criminal statutes. Information may be furnished to the Naval Investigative Service or command legal personnel for prosecution of military offenses and other administrative actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Federal Bureau of Investigation or foreign organizations for further investigation or prosecution.

To officials of other federal agencies in connection with the performance of their official duties related to personnel administration.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tape, discs, drums, and punched cards. Manual records may be stored in file folders or microform, in file cabinets or other containers.

Retrievability:

Automated and manual records may be retrieved by social security account number and/or name.

Safeguards:

Access is provided on a need-to-know basis, only. Automated records are located in restricted areas accessible only to authorized persons. Manual records and computer printouts are maintained in locked or controlled access areas.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST 5212.5B, Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to system manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals concerned, other records of the activity concerned, other records of activity investigators, witnesses, correspondents.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(2), as applicable. For additional information, contact the system manager.

N04064-1

System name:

Naval Academy Laundry/Drycleaning Charge Account.

System location:

Laundry and Drycleaning Plant, U.S. Naval Academy, Annapolis, MD 21402-5052.

Categories of individuals covered by the system:

All individuals who have applied for a charge account with the Naval Academy Laundry and Drycleaning Plant.

Categories of records in the system:

Information is collected on Form NDW-USNA-DMH-4064/14 and includes applicant's name; SSN; rank (if applicable); branch of service; home and work addresses and telephone numbers. Information required to maintain the charge account records is obtained from and/or recorded on accounts receivable ledgers, journals, charge tickets and check listings.

Authority for maintenance of the system:

10 U.S.C. 5031; 44 U.S.C. 3101; Executive Order 9387

Purpose(s):

To establish a charge account at the Naval Academy Laundry and Drycleaning Plant. Information will be used for billing purposes by the officials and employees of the Plant.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in hard copy and magnetic minicassette tape form.

Retrievability:

Both hard copy and magnetic tape records are accessed alphabetically by name.

Safeguards:

Access to building is restricted to authorized persons only. Record files are not available to personnel not requiring access in the performance of their official duties. This is routinely limited to the billing clerk processing the application and recording activity on the account. Records are secured within a locked office in a locked building on a military installation when not actually in use.

Retention and disposal:

Hard copy records are retained in the current file area as long as the charge account is active. These records are then retired and kept in secured storage for two years and then destroyed. Cassette tape records are of two types, daily and journal (monthly recapitulation). These tapes are erased on a daily or monthly basis, respectively, during the preparation of the following day's or month's activity record.

System manager(s) and address:

Head, Laundry and Drycleaning Plant, U.S. Naval Academy, Annapolis, MD 21402-5052.

Notification procedure:

Information should be obtained from the systems manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Information in this system comes from the individual applying for the charge account, from daily laundry and drycleaning will-call tickets (charges for goods and services provided) and from records of payment by charge account holders (check listings).

Exemptions claimed for the system:

None.

N04064-2

System name:

Retail Customer Claim Record.

System location:

Laundry and Drycleaning Plant, U.S. Naval Academy, Annapolis, MD 21402-5052.

Categories of individuals covered by the system:

All individuals who have filed claims against the Naval Academy Laundry and Drycleaning Plant and appropriation 17X4002 for cash or credit settlement for damaged or lost articles.

Categories of records in the system:

Information is collected on Form NDW-USNA-DMH-4064/15 and includes claimant's name; SSN; rank (if applicable); home and work addresses and telephone numbers; description, original cost and date of purchase of item(s) for which claim is filed, and circumstances of loss or extent of damage; claim number, disposition, and remarks by approving authority.

Authority for maintenance of the system:

10 U.S.C. 5031; 44 U.S.C. 3101; Executive Order 9397

Purpose(s):

Records are used by officials and employees of the Plant related to investigation of circumstances concerning a claim for cash or credit settlement for damaged or lost articles.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in hard copy form.

Retrievability:

Records are maintained in standard office files and may be accessed alphabetically or chronologically.

Safeguards:

Access to building is restricted to authorized persons only. Record files are not available to personnel not requiring access in the performance of their official duties. This is limited to the official processing of the claim and the clerk who maintains the file and prepares the administrative paperwork. Records are secured within a locked office in a locked building on a military installation when not actually in use.

Retention and disposal:

An individual's record is retained in the current file area for one calendar year after the close of the individual's claim. The record is then retired and kept in secured storage for one more year.

System manager(s) and address:

Head, Laundry and Drycleaning Plant, U.S. Naval Academy, Annapolis, MD 21402-5052.

Notification procedure:

Information should be obtained from the systems manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the systems manager.

Record source categories:

Information in this system comes from the individual to whom it applies and from offices processing claims.

Exemptions claimed for the system:

None.

N04066-1

System name:

Bad Checks and Indebtedness Lists.

System location:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy exchanges). Addresses for Commissary Stores are listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Patrons of Navy exchanges and commissary stores who have passed checks which have proven bad; recruits who have open accounts wth Navy exchanges; patrons who have made C.O.D. mail order transactions and those patrons who make authorized charge or credit purchases where their accounts are maintained on the basis of an identifying particular such as name, social security number or service number.

Categories of records in the system:

Bad Check System (including: Returned Check Ledger; Returned Check Report; copies of returned checks; bank advice relative to the returned check or checks; correspondence relative to attempt by the Navy exchange or commissary store to locate the patron and/or obtain payment; a printed report of names of those persons who have not made full restitution promptly, or who have had two or more checks returned through their own fault or negligence) Accounts Receivable Ledger, detailed by patron; COD Sales Ledger.

Authority for maintenance of the system:

5 USC 301 and 10 USC 6011.

Purpose(s):

To record receipt of bad checks from patrons; to monitor and avoid undue losses because of continued passing of bad checks. To keep track of the correspondence issued in an effort to recover losses. The information in this system is issued to all cashiers, exchange and commissary officers. The Accounts Receivable Ledgers are used to properly record credit sales and the payment of these accounts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Disclosure to consumer reporting agencies:

Disclosure may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701 (a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include: Magnetic tape; printed reports; file folders; file cards.

Retrievability:

Name and social security number.

Safeguards:

Locked file cabinets; supervised office spaces; supervised computer tape library which is accessible only through the computer center (entry to the computer center is controlled by a combination lock known by authorized personnel only).

Retention and disposal:

Records are kept for six years and then destroyed.

System manager(s) and address:

Policy Official: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Record Holder: Director, Treasury Division (TD), Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for Navy exchanges).

For Commissary stores, the Commanding Officer or Officer in charge of the activity in question. (See Directory of the Department of the Navy mailing addresses).

Notification procedure:

Written contact may be made by addressing inquiries to: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

In the initial inquiry, the requester must provide full name, social security number, and the activity where they had their dealings. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

The individual; the bank involved and the activity sales records.

Exemptions claimed for the system:

None.

N04066-2

System name:

Commercial Fidelity Bond Insurance Claims.

System location:

Commander, Services Support Office, Fort Wt Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy Exchanges).

Categories of individuals covered by the system:

Civilian and military personnel assigned to Navy exchanges, who the duly constituted authority (usually a Board of Investigation appointed by the base Commanding Officer) has established to be guilty of a dishonest act which has resulted in a loss of money, securities or other property, real or personal, for which the exchange is legally liable.

Categories of records in the system:

Equipment Loss Reports, Cash and/or Merchandise Loss Reports from Navy exchanges, including correspondence relating to losses.

Authority for maintenance of the system:

5 USC 301 and 10 USC 5031.

Purpose(s):

To render proper assistance in processing insurance claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the insurance carrier (Fidelity Bond Underwriter) to ensure appropriate coverage.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained varies but includes file folders and ledgers.

Retrievability:

Name, payroll number, service number, activity.

Safeguards:

Locked file cabinets; locked offices which when open are supervised by appropriate personnel; security guards.

Retention and disposal:

Records are kept for four years and then retired to the Federal Records Center, St. Louis, Missouri.

System manager(s) and address:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Notification procedure:

Written contact may be made by addressing inquiries to: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305.

In the initial inquiry the requestor must provide full name, payroll or military service number and activity where they had their dealings. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The individual; the insurance underwriter; audit reports; investigatory reports and/or activity loss records.

Exemptions claimed for the system:

None.

N04066-3

System name:

Layaway Sales Records.

System location:

Commands, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy exchanges).

Categories of individuals covered by the system:

Patrons of Navy exchanges who buy goods on a layaway.

Categories of records in the system:

Layaway tickets and layaway patron lists.

Authority for maintenance of the system:

5 USC 301 and 10 USC 5031.

Purpose(s):

To record the selection of layaway merchandise, record payments, verify merchandise pick-up and perform sales audits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders include layaway tickets and layaway patron lists.

Retrievability:

Name, address, service number or exchange permit number.

Safeguards:

Locked file cabinets, supervised records space.

Retention and disposal:

Destroyed after two years per Navy Exchange Manual.

System manager(s) and address:

Policy Official: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Record Holder: Director, Controller Non-appropriated Fund Division (CNAFD), Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305

Individual record holders within the central system may be contacted through the central system record holder.

Notification procedure:

Written contact may be made by addressing inquiries to: Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305.

In the initial inquiry, the requester must provide full name, social security number, activity where layaway sales were transacted. A list of other offices the requester may visit will be provided after initial contact at the office listed above. At the time of personal visit requesters must provide proof of identity containing the requester's signature.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The individual.

Exemptions claimed for the system:

None.

N04066-4

System name:

Navy Lodge Records.

System location:

Commander, Navy Resale and Services Support Office, Fort Wadsworth, Staten Island, New York 10305 (for all Navy Exchanges).

Categories of individuals covered by the system:

Patrons and guests authorized lodging at a Navy Exchange Navy Lodge.

Categories of records in the system:

Reservation request; guest registration card; navy lodge guest folio.

Authority for maintenance of the system:

5 USC 301 and 10 USC 5031.

Purpose(s):

To keep a record of reservations to insure orderly room assignment and avoid improper booking; to record registration and payment of accounts; to verify usage by eligible patrons; cash control; to gather occupancy data; to determine occupancy breakdown; and to account for rentals and furnishings.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include: Folio card; ledger; Guest Registration Cards; and local copies and reports of central system reports.

Retrievability:

Name; service number; social security number.

Safeguards:

Supervised offices; locked files.

Retention and disposal:

Records are kept for two years and then destroyed.

System manager(s) and address:

Policy Official Commander, Navy Resale and Services Support Office, Fort Wadsworth Staten Island, New York 10305

Record Holder Manager, Personalized Services (SODI), Navy Resale and Services Support Office, Fort Wadsworth Staten Island, New York 10305

Individual record holders within the central system may be contacted through the central system record holder.

Notification procedure:

Written contact may be made by addressing inquiries to: Commander, Navy Resale and Services Support Office, Fort Wadsworth Staten Island, New York 10305

In the initial inquiry the requester must provide full name, social security number, service number and location of the last Navy Lodge where they had dealings. A list of other offices the requester may visit will be provided after initial contact is made with the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The individual patron and the charges he or she incurred during a visit at the Navy Lodge.

Exemptions claimed for the system:

None.

N04066-5

System name:

NAVRESSO Direct Mail List.

System location:

Commander, Navy Resale and Services Support Office, Naval Station New York-Staten Island, Staten Island, New York 10305.

Categories of individuals covered by the system:

All authorized customers of military resale systems who have requested receipt of sales promotional, informational and marketing research materials.

Categories of records in the system:

For each authorized customer: Name, address, rank, branch of service, status (active or retired), social security number, pay grade, age, sex, race, number, names, and birth dates of dependents, date of sign up, telephone number (if available), account number, rotation date (if available), mailings sent to customers and responses available.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 6011; and Executive Order 9397.

Purpose(s):

To maintain a data base which will permit the Navy Exchange Program to mail sales promotional, informational and market research materials to those authorized customers who have requested receipt of materials. The data base will also be used to define target markets among the authorized customers who sign up for the list, in order to develop better merchandise assortments and services to meet the needs of the customers. The social security number is required in this system to verify that the individual requesting receipt of materials is an authorized customer of the military resale systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's listing of record systems apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The records are stored on computer tape in a single location.

Retrievability:

Name, social security number, address and account number.

Safeguards:

Secured and supervised facility, access restricted.

Retention and disposal:

The records are retained as long as the customer wishes to receive the materials, then the records are destroyed by the Navy Resale and Services Support Office.

System manager(s) and address:

Policy Official: Commander, Navy Resale and Services Support Office, Naval Station New York—Staten Island, Staten Island, New York 10305-5097.

Record Holder Manager: Deputy Commander, Marketing Communications Division (MCD), Navy Resale and Services Support Office, Naval Station New York—Staten Island, Staten Island, New York 10305-5097.

Notification procedure:

Written contact may be made by addressing inquiries to: Commander, Navy Resale and Services Support Office, Naval Station New York—Staten Island, Staten Island, New York 10305-5097.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in SECNAVINST 5211.5C (32 CFR part 701, subparts F and G).

Record source categories:

The individual authorized customer and the Department of Defense (DOD)/Defense Enrollment Eligibility Reporting System (DEERS).

Exemptions claimed for the system:

None.

N04385-1

System name:

IG Investigatory System.

System location:

Inspector General offices within the Department of the Navy as listed in the directory of the Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals alleged, suspected, convicted, or otherwise involved in areas of possible criminal or administrative misconduct, including, but not limited to, fraud, larceny, embezzlement, theft or other improper conduct relating to the acquisition or disposal of government property, conflict of interest, violation of the standards of conduct, or other violations of law or regulation pertaining to procurement, disposal and related matters.

Categories of records in the system:

1. Administrative memoranda.
2. Investigative reports and other investigative/intelligence information.
3. Reports of disciplinary action taken.
4. Public court records.
5. Synopsis of the allegations of wrongdoings.

Authority for maintenance of the system:

Inspector General Act of 1978 (10 USC 987 app.(1982)), 10 USC 5088, Naval Inspector General: Details, duties; Department of Defense Directive 5106.1 of March 14, 1983, entitled, 'Inspector General of the Department of Defense'; Secretary of the Navy Instruction 5430.57D of December 9, 1980, entitled, 'The Naval Inspector General; Mission and Functions of'; Secretary of the Navy Instruction 5430.92, April 17, 1981, entitled, 'Assignment of Responsibilities to Counteract Fraud, Waste and Related Improprieties Within the Department of the Navy.'

Purpose(s):

To conduct and to coordinate official investigations and inquiries of audit to monitor final actions taken thereon. To disseminate information on misconduct, procurement fraud and related matters to other components within DOD.

To monitor the progress of criminal or administrative actions taken regarding Naval active duty officers in pay grade O-5 or higher and civil service employees (GS-13 or GM-13 and above), and any other DOD individuals (military and civilian) who have been named in allegations of wrongdoing which apparently warrant criminal prosecution or adverse personnel actions. Internal users are Department of the Navy and Department of Defense component officials engaged in audit, investigative, inspection and management functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To federal, state or local law enforcement agencies, when such information relates to matters under their judicial or administrative cognizance.

To the Department of Justice or other appropriate agencies for use in judicial or administrative actions such as debarrment/suspension actions and required notification of federal, state and local agencies.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, index cards, magnetic tape/discs.

Retrievability:

By subject name and SSN; by case name, case number, type of crime and other case fields.

Safeguards:

Access is limited to officials/employees of the command who have a need to know. Files are stored in a locked cabinet. The area is sight controlled during normal work hours and locked during non duty hours. Building access is controlled during non-duty hours by a Security Force, which also conducts roving patrols of the building. There is no possibility that the computer can be accessed from outside the controlled area.

Retention and disposal:

Files are maintained at the command for two years after final action is taken. Thereafter, files are stored with the nearest Federal Records Center. Electronic data are erased, over printed or destroyed, as appropriate.

System manager(s) and address:

The Inspector General of the Command in question. See the directory of Navy activities mailing addresses.

For tracking system, the Head, Investigations Division, Naval Inspector General (Code 81), Office of the Naval Inspector General, Bldg 200, Washington Navy Yard, Washington, DC 20374-2001.

Notification procedure:

Written requests should be addressed to the system manager, giving full name, address, and either a social security number or date and place of birth. Written requests must be notarized. Individuals may visit the system manager between the hours of 0900-1500, Monday-Friday and must show proof of identity consisting of ID containing photograph.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals, investigative, judicial, and administrative reports, and complainants.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (j)(2). The exemption rule for this system is contained in SECNAVINST 5211.5 series.

N04385-2

System name:

Hotline Program Case Files.

System location:

Department of the Navy shore activities. The official mailing addresses are in the Navy's Address Directory in the appendix to the Navy Department's systems notices appearing in the Federal Register.

Categories of individuals covered by the system:

Individuals filing hotline complaints. Also individuals alleged or suspected of administrative misconduct, including, but not limited to, fraud, waste, or inefficiency.

Categories of records in the system:

All records resulting from an inquiry into a hotline complaint such as the name of the examining officials assigned to the case, the hotline control number, date of complaint, date investigation completed, the allegations, whether or not the case was referred to Naval Security and Investigative Command, the investigators' findings, disposition of the case, and background information regarding the investigation itself such as the scope of the investigation, relevant facts discovered, information obtained from witnesses, and specific source documents reviewed.

Authority for maintenance of the system:

10 U.S.C. 6011, 10 U.S.C. 987, and implementing instructions.

Purpose(s):

For the Commanding Officer and/or his designated auditors, inspectors, or investigators to conduct and coordinate official hotline investigations. To compile statistical information to disseminate to other components within the Department of Defense engaged in the Hotline Program. To provide prompt responsive and impartial actions and improve efficiency in investigating hotline complaints. To provide management with a source to identify potential problems and weaknesses. To provide a record of complaint disposition. Hotline complaints appearing to involve major criminal wrongdoing will be referred immediately to the Naval Security and Investigative Command.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, log books, magnetic tapes/disks.

Retrievability:

By hotline case number, complainant, subject of the complaint and individual accused.

Safeguards:

Access is limited to local hotline staff, and, as delegated by the Commanding Officer or Officer-in-Charge, and the Executive Officer, on a need to know basis. Paper records are stored in locked cabinets. Automated records may be controlled by limiting physical access to CRT data entry terminals or use of passwords. Access to central computer mainframe, other peripheral equipment and tape and disc storage is strictly controlled. Work areas are sight-controlled during normal working hours. Building access is controlled and doors are locked during non-duty hours.

Retention and disposal:

Files are maintained at the local command for a minimum of two years after final action is taken. Thereafter, files are stored with the nearest Federal Records Center. Electronic data are erased, overprinted, or destroyed, as appropriate.

System manager(s) and address:

Commanding Officer or head of the organization in question. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Written requests may be addressed to the appropriate Naval activity concerned (official mailing addresses are listed in the Navy's Address Directory in the appendix to the Navy Department's system notices).

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individuals, investigations, judicial and administrative reports, and complainants.

Exemptions claimed for the system:

Portions of this system may be exempt under 5 U.S.C. 552a(k)(1), (2), (5), (6) and (7), as applicable. For additional information, contact the system manager. An exemption rule for this system has been promulgated in accordance with the requirements of 5 U.S.C. 552a and has been published in SECNAV INSTRUCTION 5211.5 and the Code of Federal Regulations at 32 CFR part 701.

NO4410-1

System name:

File of Records of Acquisition, Transfer and Disposal of Privately Owned Vehicles.

System location:

U.S. Naval Communication Station, United Kingdom, FPO New York 09516-3000.

Categories of individuals covered by the system:

United States Naval personnel stationed at U.S. Naval Communication Station, United Kingdom, FPO New York 09516-3000 who own a concession vehicle in the United Kingdom.

Categories of records in the system:

Request for delivery of a motor vehicle without payment of duty, value added tax and car tax.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

To maintain information on type of car, engine number, license number, year, make of car, base assigned, organization, social security number, and paygrade.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Locked in CMAA Office with a 24 hour security watch.

Retention and disposal:

Records are maintained as long as a person owns a concession vehicle in the United Kingdom. Records are burned as soon as vehicle is either shipped out of the U.K. or destroyed.

System manager(s) and address:

Commanding Officer, U.S. Naval Communication Station, United Kingdom, FPO New York 09516-3000 is overall policy official with the Chief Master At Arms Office, U.S. Naval Communication Station, United Kingdom, FPO New York 09516-3000 as the subordinate holder.

Notification procedure:

Individuals seeking to determine whether this ystem of records contains information about themselves should address written inquiries to the Commanding Officer, U.S. Naval Communication Station, United Kingdom, FPO New York 09516-3000. The request should contain name, social security number, and address of the individual concerned and should be signed. Personal visits may be made to that office, but individuals must have valid military ID or, if no longer in the military, have other valid identification such a a driver's license.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commanding Officer, U.S. Naval Communication Station, United Kingdom, FPO New York 09516-3000.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Applicable U.S. Serviceman.

Exemptions claimed for the system:

None.

N04410-2

System name:

Military and Civilian Employee Dependents Hurricane Shelter Assignment List.

System location:

Commanding Officer, Naval Communication Station Key West, Key West, Florida 33040

Categories of individuals covered by the system:

Military personnel and civilian employees and their dependents who apply for assignment to naval communication station shelter.

Categories of records in the system:

Record lists names, addresses, and phone numbers of military/civilian station personnel applying for shelter assignments for their families, together with names of dependent spouses, names and ages of dependent children, and whether or not requirement exists for station transportation to shelter.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

Used by Disaster Preparedness Officer in determining shelter logistics requirements and by Shelter Officer in mustering assigned dependents in shelter in case of hurricane.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Name.

Safeguards:

File maintained in locked cabinet by Disaster Preparedness Officer.

Retention and disposal:

Maintained from May through April each year, disposed of by burning.

System manager(s) and address:

Disaster Preparedness Officer, Naval Communication Station Key West, Key West, Florida 33040

Notification procedure:

Individual record entries are filled out by hand by station military/civilian sponsors desiring to register their families in command hurricane shelter. System contains no information other than entries provided by sponsors. Certified station sponsors may review/remove entry by phoning/visiting the Disaster Preparedness Officer, Naval Communications Station Key West.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

All entries to file are hand written forms filled in by military/civilian command sponsors requesting hurricane shelter for their families.

Exemptions claimed for the system:

None.

N04410-3

System name:

Duty Free Vehicle Log.

System location:

Officer in Charge, U.S. Naval Weapons Facility Detachment, FPO New York 09515-0052 and Customs Officer, HMS Customs and Excise, Campbeltown, Argyll, Scotland.

Categories of individuals covered by the system:

All U.S. Navy personnel and their dependents stationed aboard Naval Weapons Facility Detachment, Machrihanish.

Categories of records in the system:

Name and rank/rate of individual; make, year and registration of vehicle status; U.K. purchase or imported; and date of purchase or importing.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To assist local customs officials in protecting against the illegal transfer of duty-free vehicles to UK citizens.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing retaining, and disposing of records in the system:

Storage:

File folder in lockable file cabinet.

Retrievability:

Name.

Safeguards:

The records are maintained in an office that is locked when not manned.

Retention and disposal:

Maintained for one year after transfer, sale, death or other change in status. Old pages are shredded.

System manager(s) and address:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515-0052.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515-0052. The request should contain name and address.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515-0052.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Information is obtained from documents provided by the individual.

Exemptions claimed for the system:

None.

N04410-4

System name:

Record of Import and Export of Foreign Made Auto Vehicles Into and Out of Australia.

System location:

U.S. Naval Communication Station, FPO San Francisco 96680

Categories of individuals covered by the system:

Importers/exporters and purchasers of foreign made automobiles imported into Australia by U.S. personnel.

Categories of records in the system:

Copies of shipping and customs documents for automobiles imported into and exported from Australia.

Authority for maintenance of the system:

5 USC 301, and Agreement between Australia and the United States of America concerning the status of United States forces in Australia and protocol to that agreement.

Purpose(s):

The Supply Officer uses this system to determine shipping and wharf handling requirements. The legal officer uses this system to monitor sale and/or export of foreign made vehicles imported into Australia by U.S. personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Name.

Safeguards:

File cabinet, entry by legal/personal property office personnel only.

Retention and disposal:

Duration of customs to duty bond. Destruction through burning.

System manager(s) and address:

Legal officer and personal property supervisor.

Notification procedure:

Individual initates record and may request information. Legal Officer, Personal Property Supervisor, U.S. Naval Communication Station. Information requested must provide: Full name, official title, purpose of inquiry. Offices to be visited: Legal Office and Personal Property Office, U.S. Naval Communication Station. Proof of identity: Visual recognition or identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information supplied by individual, copy of purchase documents.

Exemptions claimed for the system:

None.

N04600-1

System name:

Portable Asset Control Environment (PACE).

System location:

Commander, Naval Supply Systems Command (Code 05, Washington, DC 20376-5000.

Categories of individuals covered by the system:

Active and reserve naval personnel, Department of the Navy civilian employees, contractor personnel, or foreign nationals transiting an airhead during a military exercise or deployment.

Categories of records in the system:

Files contain name, rank, Social Security Number, pieces of baggage, baggage weight, passenger weight, and comments (if any).

Authority for maintenance of the system:

5 U.S.C. 301 and E.O. 9397.

Purpose(s):

To maintain a data base to track the passengers moving in and out of the mobile airhead. As part of this system, an automated passenger manifest is produced for each flight. The manifest provides the names of passengers and weight and cubic dimensions of their baggage.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer disk or on hard copy.

Retrievability:

PACE users retrieve information by name, rank, and Social Security Number.

Safeguards:

The user ID/password for access control to the PACE system limits access to authorized users with a need to know. Marking and labeling of media/output products is accomplished. Security Standard Operating Procedures are established and followed as part of PACE.

Retention and disposal:

The records are maintained during the accomplishment of a particular mission or exercise. Once completed, the records are destroyed.

System manager(s) and address:

Commander, Naval Supply Systems Command, Deputy Commander for Transportation (Code 05A1), Washington, DC 20376-5000.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Naval Supply Systems Command, Deputy Commander for Transportation (Code 05A1), Washington, DC 20376-5000.

Requests should contain the name, rank, Social Security Number, date of mission, and address of the individual concerned.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander, Naval Supply Systems Command, Deputy Commander for Transportation (Code 05A1), Washington, DC 20376-5000.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Individual's travel orders.

Exemptions claimed for the system:

None.

N04650-1

System name:

Personnel Transportation System.

System location:

Military Traffic Office & East Coast Passenger Control Point, Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370.

District Passenger Transportation Office & West Coast Passenger Control Point, Headquarters, TWELFTH Naval District, Treasure Island, San Francisco, California 92132.

District Passenger Transportation Office & Alaskan Passenger Control Point, Naval Support Activity, Seattle, Washington 98115.

District Passenger Transportation Offices, all other Naval District Headquarters.

Overseas Area Travel Coordinators at U. S. Naval Activities, United Kingdom; U. S. Naval Activities, Spain; Headquarters, U. S. Fleet Air Mediterranean; U. S. Naval Support Activity, Naples, Italy; Headquarters, Middle East Force; U. S. Naval Station, Keflavik, Iceland; U. S. Naval Air Facility, Lajes, Azores; Naval Station, Argentina, Newfoundland; Naval Base, Guantanamo Bay, Cuba; Headquarters, TENTH Naval District; Headquarters, FIFTEENTH Naval District; Headquarters, U. S. Naval Forces, Mariannas; Headquarters, U. S. Naval Forces, Philippines; Headquarters, U. S. Naval Forces, Japan; and Naval Communication Station Harold E. Holt, Exmouth, Western Australia (See Directory of the Department of the Navy Mailing Addresses).

And local activities (See Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Navy military personnel, midshipmen, retired Navy members, civilian employees of the Navy, dependents of the foregoing, and other civilians authorized through Navy commands to travel at Government expense.

Categories of records in the system:

Applications for travel and, where applicable, for passports and visas; requests for extension of 12-month limit on travel by retired member to home of record; supporting documents; correspondence, and approvals/disapprovals relating to the above records; travel arrangements in response to above applications.

Authority for maintenance of the system:

37 USC 404 Travel & Transportation Allowances--General.

5 USC 5701 et seq Travel, Transportation & Subsistence.

Purpose(s):

To determine eligibility for transportation; to authorize or deny transportation; and otherwise manage the personnel transportation system.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

Foreign embassies, legations, and consular offices--to determine eligibility for visas to respective countries, if visa is required.

To Commercial Carriers providing transportation to individuals whose applications are processed through this system of records.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards. Manual records in file folders or file-card boxes, microfiche or microfilm.

Retrievability:

Automated records may be retrieved by social security account number and/or name. Manual records are filed alphabetically by name of applicant; applications for dependents filed by name of sponsor.

Safeguards:

Records are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Departmental regulations.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to the local activity where the request for transportation was initiated (see Directory of the Department of the Navy Mailing Addresses), and/or to intermediate activities (if applicable) (see Directory of the Department of the Navy Mailing Addresses, or to the Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370). The letter should contain full name, social security account number, address and signature of the requester. The individual may visit the activities and commands listed under LOCATION for assistance with the records maintained at the respective locations. Proof of identification will consist of Military Identification Card for persons having such cards. Others must present other positive personal identification, preferably picture-bearing.

Record access procedures:

The agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, State Department and other agencies of the Executive Branch and components thereof, in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; foreign embassies, legations, and consular offices reporting approval/disapproval of visas; and carriers reporting on provision of transportation.

Exemptions claimed for the system:

None.

N05100-1

System name:

Diving Log.

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

Categories of individuals covered by the system:

All Navy military and civilian employees of the Navy involved in diving or exposed to a hyperbaric environment.

Categories of records in the system:

Diving Log Report.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

Reports summarizing diving activity are furnished to the commanding officer for individuals attached to the unit and are used to monitor experience levels associated with types of dives, equipment usage and requalification requirements. Individual records are also used to evaluate the diving program at specific activities and to determine if manning level, experience and operational requirements are consistent with an effective safety program. Pertinent individual records or statistical summaries prepared by Naval Safety Center analysts are also provided to all echelons within the Navy having a responsibility for the diving program and to the Commander, Naval Military Personnel Command, Naval Audit Service or other activities having responsibility for the administration or control of personnel assignments and hazardous duty payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Records may be selected based on any of the data elements contained in the file such as diver's social security number, organization unit, type of dive and equipment used.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to the diving program must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Submarine Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving.

Exemptions claimed for the system:

None.

N05100-2

System name:

Diving Accidents and Injuries.

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA. 23511

Categories of individuals covered by the system:

All Navy military and civilian employees of the Navy involved in an accident or who are injured while engaged in diving or exposed to a hyperbaric environment.

Categories of records in the system:

Diving Accident/Injury Report. Personnel Casualty Report. JAG manual investigation.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

Records of diving accidents and injuries are evaluated by Naval Safety Center analysts to determine existence of problem areas and to detect trends. The records are correlated with the diving log reports and used as a basis for recommending changes in operating procedure, equipment, decompression schedules and training requirements. Individual reports and compilations of accidents and injuries are routinely furnished to activities within the Navy having responsibility for diving safety.

To government and private research institutions engaged in studies relating to the prevention or treatment of diving injuries or the design and usage of underwater equipment.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Any of the data elements such as diver's social security number, type of accident, depth and purpose of dive, degree of injury and treatment provided are used to retrieve individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to diving safety must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Submarine Safety, Naval Safety Center, NAS, Norfolk, Va. 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving, Office of the Judge Advocate General, and the Naval Medical Command.

Exemptions claimed for the system:

None.

N05100-3

System name:

Occupational Injury and Illness.

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 (Central) Subordinate Type Commands/Ship/Naval Units.

Categories of individuals covered by the system:

Navy military personnel who sustain an injury or occupational illness and Navy civilian personnel who sustain an occupational illness or injury resulting in one or more days of lost time.

Categories of records in the system:

Accidental Injury/Death Reports. Personnel Casualty Reports. Hospital Admission Reports. JAG manual investigations.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

Accidental injury records are used to compile a variety of statistical reports which are routinely published or prepared at the request of Navy forces afloat and shore activities. Individual injury reports are selected and reviewed by Naval Safety Center analysts in order to detect problem areas relating to operating procedure, training and equipment usage and malfunction. Results of these studies which may include individual injury reports are provided to commanding officers and to all echelons within the Navy having responsibility for the allocation of resources or the implementation of the Safety Program. Individual injury records are correlated with data contained in other personnel files in order to detect unfavorable trends within an activity and to recommend appropriate corrective measures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information. Individual records and summary data are provided to contractors and research activities in connection with projects either funded by or deemed potentially valuable to the Department of the Navy.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape. (Central location) File Folders/cardex (subordinate commands).

Retrievability:

Any of the data elements such as social security number, command or unit identification code, degree of injury, location, equipment malfunction and cause factors are used to select individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not within the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Occupational Safety, Health and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Commander, Naval Medical Command.

Exemptions claimed for the system:

None.

N05100-4

System name:

Motor Vehicle Accidents and Injuries.

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 Subordinate/Type Commands/Levels.

Categories of individuals covered by the system:

Navy military personnel regardless of duty status who are injured as a result of a motor vehicle accident or are the operator of one of the vehicles involved in such an accident. Navy military and civilian personnel who are involved in a Government motor vehicle accident or a private motor vehicle accident on Navy property. Navy civilian employees who are injured in a motor vehicle accident during the course of their official duties.

Categories of records in the system:

Motor Vehicle Accident Report. Personnel Casualty and Death Report, Hospital Admission Reports and JAG manual investigations.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

Motor vehicle accident records are used to compile statistics which are given wide dissemination within the Navy. Compilations of motor vehicle accident records for particular commands, activities and units are furnished on request to assist in the development of an effective safety program at all levels within the Navy. Accident records of individuals assigned to specific units or records of individuals involved in multiple accidents are provided to commanding officers. Motor vehicle accident records are correlated with data contained in other accident/injury or training files. The significance of this data is evaluated by Naval Safety Center analysts and summary information, specific individual records or composite records provided to all echelons within the Navy having a responsibility for motor vehicle safety.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape. (Central location) File folders/cardex (subordinate commands).

Retrievability:

Any of the data elements such as individual social security number, activity or unit identification, cause factors and degree of injury are used to retrieve individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Original documents are destroyed when no longer required. Reports are not transferred to a record center.

System manager(s) and address:

Director of Occupational Safety, Health, and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Commander, Naval Medical Command.

Exemptions claimed for the system:

None.

N05100-5

System name:

Aviation Mishap Report.

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, Virginia 23511.

Categories of individuals covered by the system:

All aeronautically designated individuals in a crew status who are involved in a naval aviation mishap resulting in a cost of 50,000 dollars or more.

Categories of records in the system:

Name, social security number, flight experience of involved individuals, and location, severity, cause factors and description of the accident.

Authority for maintenance of the system:

DOD Instruction 1000.19, dated October 18, 1979; subject: Mishap Investigative Reporting and Recordkeeping.

Purpose(s):

Used to file complete reports of mishap involvement by individual pilots. The reports are required to evaluate potential problems of active duty aviators and to determine suitability for assignment to selected Reserve units. Unless required, the identification of individuals will be deleted from reports provided to non-Navy activities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Departments of Labor, Commerce, Transportation and NASA for the purpose of promoting aviation safety.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disk storage packs, file folders and microfilm.

Retrievability:

Name or social security number may be used for retrieval.

Safeguards:

Files are maintained within the data processing facility and a limited number of Naval Safety Center personnel have free access to this area. When the computer facility is not occupied, physical security is provided by the Naval Safety Center duty section and by periodic checks made by the base security patrol. A knowledge of the computer operating system is required to process the mechanized files.

Retention and disposal:

Original source documents will normally be destroyed within 18 months after being processed. Microfilm copies of the source documents and the data files will be retained indefinitely.

System manager(s) and address:

Head, Records and Data Processing Department, Naval Safety Center, Naval Air Station, Norfolk, Virginia 23511.

Notification procedure:

Individuals can determine the existence of records pertaining to them by contacting the System Manager. Full name and social security number must be provided.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The source of data for the file is the Aviation Mishap Report.

Exemptions claimed for the system:

None.

N05101-1

System name:

Safety Equipment Needs, Issues, Authorizations.

System location:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Personnel whose work requires them to wear, or are issued, protective clothing or equipment, including prescription safety lenses.

Categories of records in the system:

Listings, cards, and other records of individuals requiring, authorized, or issued prescription or other safety equipment.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

Used by Safety Department personnel to determine who needs; is eligible; or has been authorized or issued prescription or other safety equipment for protection.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card index files, file folders in file drawers, or microform.

Retrievability:

By name or date of authorization or issue.

Safeguards:

Controlled access space or locked rooms; personnel screening.

Retention and disposal:

Secretary of the Navy Instruction 5212.5B, Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting access may be obtained from the System Manager.

Record source categories:

Individuals to whom the records pertain.

Exemptions claimed for the system:

None.

N05120-1

System name:

Bond Accounting.

System location:

Decentralized, maintained by Issuing Agents for Savings Bonds; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-123)
Washington, D.C. 20376

Categories of individuals covered by the system:

Civilian and Military Personnel of the Department of the Navy including contract employees who meet the requirement for ownership of savings bonds as outlined in Treasury Department Circular No. 530 as amended.

Categories of records in the system:

Files contain individual application and related records - The Bond Record File - Master Bond Record Card Control Account - The Master Control Account - Activity Subcontrol Accounts - Refund Subcontrol - Transfer Journal.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To issue U.S. Savings Bonds; to provide an audit trail on requisition, control and issuance of bonds and to maintain the accounts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Metal file cabinets equipped with a locking device - Paper records in metal filing cabinets - Microfilm.

Retrievability:

Retrieved by name, social security number or payroll number. From the Federal Reserve Bank by numerical sequence by serial number shown on bond issued stub.

Safeguards:

Locked cabinets, with building or military base security. Access authorized to personnel engaged in payroll processing, disbursing, supervisory or management personnel, and auditors. Bond subscribers are authorized to receive information on their own records.

Retention and disposal:

Records are maintained for one year. Records are then forwarded to a Federal Records Center.

System manager(s) and address:

Commander, Navy Accounting and Finance Center (NCF-123), Washington, D.C. 20376. Procedures are prescribed in Comptroller of the Navy Manual (NAVSO P-1000). For decentralized locations where individuals may deal directly, addresses are available from the SYSMANAGER.

Notification procedure:

Information may be obtained by contacting the Bond Issuing Office responsible for issuing bond if known. If unknown the inquiry should be submitted to Commander, Navy Accounting and Finance Center, NCF-123, Washington, D.C 20376. Requester should provide full name, social security number or payroll number, current address when requesting information. An individual is permitted to visit any Bond Issuing Agent Office for information and will be required to provide identification such as identification card (i.e., DOD Building Pass).

Record access procedures:

The Agency's rule for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Request for Bonds are filed by individuals who provide information on themselves. Other rated from the original request.

Exemptions claimed for the system:

None.

N05210-1

System name:

Correspondence Files.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

These are files kept by subject, name of correspondent (Congressman, contractor, other member of public, etc.) or name of recipient.

Categories of records in the system:

Incoming and outgoing correspondence and related material.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To follow-up on previous correspondence, for reference purposes, to assure consistency of policies, and for other official Navy business, as required.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case Name, SSN, Case Number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

N05300-1

System name:

Organization Locator and Social Roster.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Military and civilian personnel attached to the activity; also may include military and civilian personnel of the Department of Defense and other government agencies; may also include family members and guests of military and civilian personnel; other invitees.

Categories of records in the system:

Manual or mechanized records. Includes information such as names, addresses, telephone numbers; official titles or positions and organizations; invitations, acceptances, regrets, protocol, and other information associated with attendants at functions. Locator records of personnel attached to the organization.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To locate individuals on routine and emergency matters. System is used for mail distribution, for forwarding addresses, and as a recall list. Also, may be used as a social roster for social reference for various official and non-official functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape, and similar record formats.

Retrievability:

Name, SSN, number, organization, function.

Safeguards:

Access provided on a need to know basis.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to record may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, correspondents, directories and official publications.

Exemptions claimed for the system:

None.

N05300-2

System name:

Adminstrative Personnel Management System.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities. Official mailing addresses are in the Navy's address directory in the appendix to the Navy Department's compilation of systems notices. Included in this notice are those records duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or a supervisor's work area).

Categories of individuals covered by the system:

All civilian (including former members and applicants for civilian employment), military, and contract employees.

Categories of records in the system:

Correspondence/records concerning identification, location (assigned organization code and/or work center code); MOS; labor code; payments for training, travel advances and claims, hours assigned and worked, routine and emergency assignments, functional responsibilities, clearance, educational and experience characteristics and training histories, travel, retention group, hire/termination dates; type of appointment; leave; trade; vehicle parking; disaster control; community relations; (blood donor, etc.), employee recreation programs; grade and series or rank/rate; retirement category; awards; biographical data; property custody; personnel actions/dates; violations of rules; physical handicaps and health/safety data; veterans preference; mutual aid association memberships; union memberships; qualifications; and, other data needed for personnel, financial, line, and security management, as appropriate.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

To manage, supervise, and administer programs for all Navy civilian and military personnel such as preparing rosters/locators; contacting appropriate personnel in emergencies; training; identifying routine and special work assignments; determining clearance for access control; controlling the budget; travel claims; manpower and grades; maintaining statistics for minorities; employment; labor costing; watch bill preparation; projection of retirement losses; verifying employment to requesting banking; rental and credit organizations; name change location; checklist prior to leaving activity; payment of mutal aid benefits; safety reporting/monitoring; and, similar adminstrative uses requiring personnel data. Arbitrators and hearing examiners in civilian personnel matters relating to civilian grievances and appeals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape, and magnetic disc.

Retrievability:

Name, social security number, case number, organization, work center and/or job order.

Safeguards:

Password controlled system, file, and element access based on predefined need to know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

Retention and disposal:

Normally retained for two years and then destroyed.

System manager(s) and address:

Commanding officer of the activity in question. Official mailing addresses are in the Navy's address directory in the appendix to the Navy Department's compilation of systems notices.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the naval activity where currently or previously employed. The request should include full name, social security number, and address of the individual concerned and should be signed.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the activity where currently or previously employed.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR Part 701; or may be obtained from the system manager.

Record source categories:

Individual, employment papers, other records of the organization, official personnel jackets, supervisors, official travel orders, educational institutions, applications, duty officer, investigations, OPM officials, and/or members of the American Red Cross.

Exemptions claimed for the system:

None.

NO5300-3

System name:

Faculty Professional Files.

System location:

Superintendent, Naval Postgraduate School, Monterey, CA 93943-5100.

Categories of individuals covered by the system:

Faculty personnel employed by the Naval Postgraduate School and individuals applying for positions.

Categories of records in the system:

Faculty academic promotion/tenure case evaluation files and faculty professional status and accomplishment file.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

Promotion/tenure case evaluation files are used by Department Chairmen, Deans, and the Superintendent to determine the ranking, promotion tenure reappointment evaluation of faculty personnel. Faculty professional status and accomplishment files constitute official record of employment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

During work hours, records are secured within locked file drawers within departmental offices to which only authorized personnel have access. After working hours, records are kept within locked file drawers within secured offices located within a locked building which is part of a Naval facility to which entry is restricted.

Retention and disposal:

Faculty academic promotion/tenure case evaluation files are destroyed upon personnel action completion. Faculty professional status and accomplishment files are retained in a permanent file.

System manager(s) and address:

Provost, Code 01, Naval Postgraduate School, Monterey, CA 93943-5100.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Provost, Naval Postgraduate School (Code 01), Monterey, CA 93943-5100. Requests should contain full name and address of the individual concerned and should be signed.

Record access procedures:

Individuals seeking access to records about themselves in this system of records should address written inquiries to the Provost, Naval Postgraduate School (Code 01), Monterey, CA 93943-5100.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in this system comes from previous employers, educational background, correspondence, peer evaluations, supervisory evaluations and student evaluations of teaching.

Exemptions claimed for the system:

None.

N05300-4

System name:

Personnel Management and Training Research Statistical Data System.

System location:

Commanding Officer
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

Categories of individuals covered by the system:

U. S. Navy and Marine Corps Personnel and applicants thereto: Active duty, reserve, prior service, dependents, retired, and Department of the Navy civilians from 1951 to present. (Only samples of data from each category are on file, depending on research study.)

Categories of records in the system:

Performance, attitudinal, biographical, aptitude, vocational interest, demographic, physiological. Data in any file are limited, depending on purpose of the research study.

Authority for maintenance of the system:

301 Departmental Regulations.

Purpose(s):

The data are used solely by Navy Personnel Research and Development Center researchers who analyze them statistically to arrive at recommendations to management on such topics as: Comparison of different training methods, selection tests, equipment designs, or policies relating to improving race relations and decreasing drug abuse. In no case are the data used for other than statistical purposes; that is, the data are not used in making decisions affecting specific individuals as individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, magnetic disk, punched cards, and coding.

Retrievability:

Records are retrievable by name, social security number, or service/file numbers, but such identifying information is used only to permit collation of data for statistical analysis, and is not used for retrieval of individual records.

Safeguards:

Unauthorized access to records is controlled by: Security clearances for all Research Center and contractor personnel; physical security including a badge system for entry to the Center and a 24 hour guard maintained on a fenced compound; control of visitors; data bank users having special access codes; and, access limited to only designated personnel.

Retention and disposal:

Records are destroyed five years after termination of a research project. They are maintained within the confines of the Research Center. Destruction is accomplished by degaussing magnetic tapes and disks, and punched cards are recycled.

System manager(s) and address:

Director of Programs (Code 03PA)
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

Notification procedure:

Research Center files are organized by research study. To determine if Center files contain information concerning himself, an individual would have to specify time and place of participation in the research, unit to which attached at the time, and descriptive information about the study so that appropriate data may be located. For further information, contact the System Manager.

Office to visit: Contact System Manager
Visitor Identification: System Manager will specify

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The source depends on purpose and nature of study: From the subjects themselves, educational institutions, supervisors, peers, instructors, spouses, and job sample tests.

Exemptions claimed for the system:

None.

N05300-5

System name:

Sys Cmd Accting/Monitoring of Projects (SCAMP).

System location:

Navy Regional Data Automation Center (NARDAC), Washington Navy Yard, Building 196, Washington, D.C. 20374.

Categories of individuals covered by the system:

Current employee assigned military personnel, contractor personnel and those separated within the current five fiscal years.

Categories of records in the system:

Individual's social security number, date of birth, home address, home telephone number, education level, sex, race or ethnic group. Other types of records integrated with personnel records include: (a) Status of travel orders during the previous fiscal year; (b) vehicle identification for parking control purposes; (c) privacy log containing a history of accesses made to any of the privacy protected data; (d) record of personnel actions issued; (e) training data extracted from the Individual Development Plan (IDP); (f) history of all promotions associated with employment at NARDAC; (g) listing of security accesses; (h) manpower costs for all personnel distributed by project and task; and (i) data relating to projects or endeavors that individuals have work on. This data deals with costs and milestone monitoring.

Authority for maintenance of the system:

5 U.S.C. 301, 42 U.S.C. 2000e et seq., 44 U.S.C. 3101, Federal Personnel Manuals 293, 294, 295, 713.

Purpose(s):

To manage personnel, monitor projects and manage financial data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic disk and on magnetic tape.

Retrievability:

SCAMP users obtain information by means of either a query or a request for a standard report. Personnel data may be indexed by any data item although the primary search key is the badge number.

Safeguards:

Access to building is protected by uniformed guards requiring positive identification for admission. The computer room where data is physically stored is protected by a cypher lock. The system is protected by user account number and password sign-on, data base authority, set and item authority for list, add, delete and update.

Retention and disposal:

An individual's Personnel Master Data Set record is retained in the data base as long as they are actively employed with the Command. The online personnel data set is purged of all records of separated personnel at the end of each fiscal year. Historical data may be kept for five years on separate tape files.

System manager(s) and address:

Department Head, Management Information Analysis Department (Code 20B) NARDAC, Building 157, Washington Navy Yard, Washington, D.C. 20374.

Notification procedure:

Inquiries regarding the existence of records should be addressed to the system manager. Written requests should contain the full name and signature of the individual concerned and his/her social security number indicated on the letter. For personal visits, the individual should be able to provide some acceptable form of identification, i.e., driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information in this system comes from the individual to whom it applies, from security agencies to which application for clearances have been made, and from agencies' various administrative departments.

Exemptions claimed for the system:

None.

N05300-6

System name:

Armed Forces Staff College Administrative Data System.

System location:

Armed Forces Staff College (AFSC), 7800 Hampton Blvd., Norfolk, VA 23511-6097.

Categories of individuals covered by the system:

Individuals who have attended or will attend AFSC and those who are assigned to staff or faculty at AFSC.

Categories of records in the system:

Individual's name; SSN; age; sex; service specialty; engineering, logistics, or intelligence experience; rank; work room assignment; marital status; spouse's name; number, names and ages of dependents; seminar assignments; date of rank; years commissioned service; aero rating; Vietnam experience; smoker indicator; source of commission; examination results; education level; auditorium seat; address and telephone number of student while attending course; next duty assignment; major writing exercise grade; and recommendation for faculty assignment. The data items maintained on the historical file are name, SSN, military service, class number, major writing exercise grade, and recommendation for future faculty assignment.

Authority for maintenance of the system:

10 U.S.C. 5031.

To maintain a data base that will permit the Armed Forces Staff College to keep track of student's examinations, evaluations and grades; to assign base housing; to achieve a uniform distribution of students at seminars based upon student's experience and military service affiliation; and to maintain a historical file of recommendations for future faculty assignments of students.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic disk, magnetic tape, and hard copy forms.

Retrievability:

AFSC users obtain information by means of standard reports or update programs.

Safeguards:

Access to building is protected by uniformed guards who require positive identification for admission after hours. System information is protected by port access restrictions and user password sign-on software.

Retention and disposal:

The record of an individual in the current class is retained on disk and will be available for online access. Student information is kept in a historical file for all past classes. The historical file is also retained on disk and will be available for on-line access. An individual's class record will be retained for one year after graduation and then destroyed. There are currently no plans to discard the historical file information.

System manager(s) and address:

Commanding Officer, Naval Administrative Command, and Dean, Department of Academic Support, Armed Forces Staff College, 7800 Hampton Blvd, Norfolk, VA 23511-6097.

Notification procedure:

Information should be obtained from the systems manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by a commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Information in this system comes from the individual to whom it applies and from the individual's seminar chairman.

Exemptions claimed for the system:

None.

N05300-7

System name:

Bases and Stations Information System (BASIS).

System location:

Decentralized, maintained by individual Naval bases and stations. Official mailing addresses are in the Navy's address directory in the appendix to the Navy Department's systems notices appearing in the Federal Register. Included in this notice are those records duplicated for maintenance at a site closer to where the employee works (e.g., in an administrative office or a supervisor's work area).

Categories of individuals covered by the system:

Records of present and former and prospective military, civilian and contractor personnel located at Naval bases and stations.

Categories of records in the system:

Correspondence/records concerning identification; location (assigned organization code and/or work center code); labor code; payments for training; travel advances and claims; hours assigned and worked; routine and emergency assignments; functional responsibilities; clearances; educational and experience characteristics and training histories; travel; retention group; hire/termination dates; types of appointment; leave; trade; vehicle parking; disaster control; community relations (blood donor, etc.); employee recreational programs; grades and series or rank/rate; retirement category; awards; property custody; personnel actions/dates; violations of rules; physical handicaps and health data; veterans preference; postal address; location of dependents, next of kin and their addresses and other data needed for personnel, financial, safety security management, as appropriate.

Authority for maintenance of the system:

5 U.S.C. 301 and Executive Order 9397.

Purpose(s):

The Naval bases and stations use this data to manage their landlord functions such as to locate individuals; determine security clearances for access levels; track safety incidents; provide career counseling; track traffic accidents and incidents, complaints, and arrest information; record handlers of hazardous materials; record rental of welfare and recreational equipment; track individuals' training; record family or individual counseling; determine personnel data such as pay status, date reported aboard, separation data, and dependents; emergency information, i.e., next of kin; to track beneficial suggestions and other awards; monitor employee/labor relation actions; maintain non-appropriated fund employee information; and any other pertinent employee information necesseary to operate the landlord functions of a base or station.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's listing or record system notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is stored on electronic medium which includes disks, tapes and diskettes.

Retrievability:

SSN, name, organization, work center or job order.

Safeguards:

Access is limited to officials/employees of the command who have a need to know. There are three levels of electronic controls: (1) Access to BASIS is controlled by password, (2) levels of access within the system are controlled by the operating system security procedures for individual permissions based upon passwords, (3) access to specific data element information is password controlled by the data dictionary of the data base management system.

Retention and disposal:

Records are retained for the period the individual is assigned to the base or station and deleted after six months of departure.

System manager(s) and address:

Decentralized, maintained by individual Naval bases and stations. Mailing addresses are provided in the Navy Department Directory published in the appendix of the record system notices published in the Federal Register.

Notification procedure:

Requests from individuals should be addressed to the systems manager. Requests received by mail must be accompanied by the individual's full name and social security number and a statement verifying the requester's identity. Requesters may also inquire in person at the naval base or station. In such case, proof of identity will consist of full name, social security number, and a positive piece of identification such as a driver's license or Department of Defense ID card.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned are contained in SECNAVINST 5211.5C (32 CFR part 701, subparts F and G).

Record source categories:

Information obtained from individuals, official documents generated on the base or station, and from electronic interfaces with other standard Navy systems (e.g., NCPDS, PASS/SDS, etc.). The electronic interfaces to BASIS are dependent upon which standard Navy systems are installed at an individual activity. A list of these interfaces can be obtained from the systems manager.

Exemptions claimed for the system:

None.

N05330-1

System name:

Manhour Accounting System.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Active military and civilian personnel.

Categories of records in the system:

Record could contain any of the following: Assigned organization code, work center code, name, grade code, pay rate, social security number, NEC/MOS, labor code, type transaction, hours assigned.

Authority for maintenance of the system:

10 USC 5031.

Purpose(s):

To maintain a data base which will permit officials and employees of the respective naval commands to effectively manage and administer the workforce such as scheduling and assigning work; identifying individuals' skill level; tools issued, planned absents and temporary assignments to other areas.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punched cards, magnetic tape and flat paper.

Retrievability:

Name, organization code, SSNA, and work center.

Safeguards:

Files are stored in a limited access area. Information provided via batch processing is of a predetermined and strictly formatted nature.

Retention and disposal:

Individual personal data are retained only for that period of time that an individual is assigned. Upon departure of an individual, personal data are deleted from the records and history records are not maintained.

System manager(s) and address:

The commanding officer of the activity in question. See directory of Navy activities mailing addresses.

Notification procedure:

Individuals desiring information whether the system contains records pertaining to them should request that determination from the Records Holder listed under SYSMANAGER. The requester should provide his social security number and full name. The office of the Records Holder listed under SYSMANAGER may be visited for this determination but the requester must present his social security card and military identification card.

Record access procedures:

The Agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Input provided by command employing individual.

Exemptions claimed for the system:

None.

N05340-1

System name:

Combined Federal Campaign/Navy Relief Society.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities.

Categories of individuals covered by the system:

All assigned personnel.

Categories of records in the system:

Extracts from payroll systems and administrative personnel management systems. Contributor cards.

Authority for maintenance of the system:

Executive Order 10927.

Purpose(s):

To manage the Combined Federal Campaign fund drive of CFC records. To manage the Navy Relief Society Fund drive of NRS records. Data released to respective campaign coordinators.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Records are maintained for one year or completion of next equivalent campaign and then destroyed.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures.

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Payroll files, administrative personnel files, contributors.

Exemptions claimed for the system:

None.

N05340-2

System name:

Personal Commercial Affairs Solicitation Privilege File System.

System location:

Primary System-Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

Secondary System-Local Navy Activities involved in the Personal Commercial Affairs Solicitation Privilege System (see Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Individuals who are authorized Personal Commercial Affairs Solicitation Authorization concerning solicitation privileges on board military installations.

Categories of records in the system:

Correspondence and records concerning letter of application for solicitation privileges, letters of accreditation, violation incident data, denial data, appeal data, and other supporting documents.

Authority for maintenance of the system:

Title 5 USC 301; Departmental Regulations.

Purpose(s):

To assist in responding to letters of application for solicitation privileges, granting letters of accreditation, responding to appeals and compiling of statistics pertaining thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To state and local agencies in the performance of their official duties related to agent qualifications.

To private firms whose agents have been banned may request verification of the status of agents.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records may be stored in paper file folders.

Retrievability:

Records are retrieved by name of agent or agency.

Safeguards:

Records are accessible only to authorized personnel having a need to know.

Retention and disposal:

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Address (i.e.,local activities). The letter should contain full name, social security number of the applicant, firm represented, and dates or time period in question, and signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to records maintained locally. Proof of identification will consist of picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerning may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; State and local agencies in the performance of their official duties related to agent qualifications; investigatory records; general correspondence concerning individual agents.

Exemptions claimed for the system:

None.

N05350-1

System name:

Navy Personnel Rehabilitation Support System.

System location:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370;

Decentralized segments-Navy Drug Rehabilitation Centers, Navy Alcohol and Drug Information System Processing Office, Navy Alcohol Rehabilitation Centers, Naval Regional Medical Centers, Navy Counseling and Assistance Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, and local activities to which an individual is assigned (see Directory of Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Navy personnel (officers and enlisted) who have been identified as drug or alcohol abusers, or who have undergone counseling and rehabilitation for drug or alcohol abuse in Navy Drug or Alcohol rehabilitation facilities; counselors and counselor candidates; personnel who work part-time helping alcoholics; active duty navy recovered alcoholics who voluntarily help their commands develop alcoholism prevention programs; navy personnel convicted by court martial and sentenced to confinement; or who were in pre-trial confinement; spouses and significant others (this includes parents, live-togethers, and other non-spouses who play an important part in the alcoholic's/drug abuser's life) who have undergone counseling and rehabilitation in navy drug or alcohol rehabilitation centers, who themselves participate in counseling or treatment programs at such facilities and civilians authorized by the Secretary of the Navy for treatment at a military facility for rehablitation purposes.

Categories of records in the system:

Copies of interview appraisals, progress reports, psychosocial histories, counselor observations and impressions of client's behavior and rehabilitation progress, copies of medical consultation and laboratory procedures performed, results of biochemical urinanalysis for alcohol/drug abuse, and personnel, service, biographical and educational data.

Authority for maintenance of the system:

Title V, Pub. L. 92-129; Section 413; Pub. L. 92-255

Purpose(s):

To identify alcohol and drug abusers and either restore such persons to effective duty or identify rehabilitation failures for separation from Government service. Information is used to treat, diagnose, counsel and rehabilitate individuals in the drug or alcohol abuse programs. For counselors and counselor candidates to use in screening and evaluation of candidates for counselor school and the continuing evaluation of counselors during the course of their duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Blanket Routine Uses identified in the yearly recompilation do not apply to this system of records.

Records of identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C. Section 1175, as amended by 88 Stat. 137, and Title 42 U.S.C., Section 4582, as amended by 88 Stat. 131. These statutes take precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Within the Armed Forces or within those components of the Veteran furnishing health care to veterans or between such components and the Armed Forces.

To medical personnel outside the Armed Forces to the extent necessary to meet a bona fide medical emergency.

To Government personnel for the purpose of obtaining benefits to which the patient is entitled.

To qualified personnel for the purpose of conducting scientific research, management or financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit or evaluation, or otherwise disclose identities in any manner.

To a court of competent jurisdiction upon authorization by an appropriate order after showing good cause therefore. In assessing good cause, the court shall weigh the public interest and the need for disclosure against the injury to the patient, to the physician-patient relationship, and to the treatment services. Upon the granting of such order, the court, in determining the extent to which any disclosure of all or any part of any record is necessary, shall impose appropriate safeguards against unauthorized disclosure.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Manual records may be retrieved by name and social security number. Automated records may be retrieved by social security number. Computer programs associated with automated records maintained in this system allow for names and social security numbers to be removed while leaving other data elements intact. When the name and social security number is removed, data is aggregated for use in research, management information and planning.

Safeguards:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Manual records are maintained for two years and automated records are maintained indefinitely.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Written requests should be addressed to activity to which the individual received treatment or to the Commander, Naval Military Personnel Command, Navy Annex, Washington, D.C. 20370. Requests must contain full name, social security account number, military status, address and signature of requester. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB-2) for assistance with records located in the Naval Military Personnal Command; the individual may also visit local activities concerned (see Directory of Department of the Navy mailing addresses). Proof of identification will consist of military ID card for persons having them or other picture-bearing ID.

Record access procedures:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; notes and documents from Service Jackets and Records; federal, state and local court documents; general correspondence concerning the individual.

Exemptions claimed for the system:

None.

N05354-1

System name:

Equal Opportunity Information and Support System.

System location:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D. C. 20370; and local activity to which individual is attached (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Navy personnel who are involved in formal or informal investigations involving aspects of equal opportunity; and/or who have initiated, or were the subject of correspondence concerning aspects of equal opportunity.

Categories of records in the system:

Correspondence and records concerning incident data, endorsements and recommendations, formal and informal investigations concerning aspects of equal opportunity.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assist in equal opportunity measures, including but not limited to, investigations and correspondence.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual concerned.

Safeguards:

Records maintained in areas accessible only to authorized personnel on a need to know basis.

Retention and disposal:

Records disposed of after two years in accordance with SECNAVINST P5212.5B, 'Disposal of Navy and Marine Corps Records'; or in accordance with Departmental Regulations.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370.

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (Attn: Privacy Act Coordinator), Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate, military status, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FB#2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; federal, state, and local court documents; military investigatory reports; general correspondence concerning individual.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1) and (5) as applicable. For additional information contact the System Manager.

N05370-1

System name:

Statements of Employment (Regular Retired Officers).

System location:

Commanding Officer, Navy Finance Center Anthony J Celebrezze, Federal Building, Cleveland, Ohio 44199 and Marine Corps Finance Center, Kansas City, Missouri 64197

Categories of individuals covered by the system:

All Navy and Marine Corps Regular retired officers who have filed a Statement of Employment (DD Form 1357).

Categories of records in the system:

The information is typically contained in the individual's pay account file and occasionally accompanied by correspondence from, to, or concerning individuals in the above-stated category.

Authority for maintenance of the system:

5 U.S.C. 301, 3326; 18 U.S.C. 207, 281, 283; 37 U.S.C. 801; 44 U.S.C. 3101; U.S. Const., Art. I, 9, CL. 8.

Purpose(s):

To determine whether the retiree has of may have a conflict of interest or is engaging in prescribed post-retirement employment activities. In some cases, the information is provided to the Judge Advocate General to serve as basis for advisory opinions on the legality and possible penial and civil consequences of post-retirement employment activities and related conflicts of interests and standards of conduct questions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Justice and other law enforcement and investigation agencies in instances of suspected violations of conflict of interests and related standards of conduct.

To the Comptoller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to instances of suspected violations of conflict of interests and related standards of conduct.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name or social security number of the individual concerned.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside of official working hours.

Retention and disposal:

Records are maintained at the above-stated locations for up to two years after the death of the individual concerned, at which time they are transferred to the Federal Records Center, Mechanicsburg, Pennsylvania, in the case of Navy personnel, and to the Federal Records Center, Kansas City, Missouri in the case of Marine Corps personnel.

System manager(s) and address:

For Navy Regular retired officers:
Comptroller of the Navy
Navy Department
Washington, D.C. 20350
For Marine Corps Regular retired officers:
Commanding Officer
Marine Corps Finance Center
1500 East Bannister Road
Kansas City, Missouri 64197

Notification procedure:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and social security number); the written request must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

Record source categories:

The information is obtained from the individual to whom the record pertains.

Exemptions claimed for the system:

None.

N05370-2

System name:

Statements of Employment and Financial Interest.

System location:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy activities.

Categories of individuals covered by the system:

Persons filing DD 1555 or DD 1555-1.

Categories of records in the system:

DD 1555 or DD 1555-1 and supplemental lists or reports.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations and E.O. 11222.

Purpose(s):

For supervisors and counselors to determine whether the employee has or may have a conflict of interest. The Naval Investigative Service may use the system to handle violations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For law enforcement and investigatory agencies, such as the Federal Bureau of Investigation and the Department of Justice, to handle violations.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and card files.

Retrievability:

Name.

Safeguards:

Safe or locked file cabinet accessible to authorized personnel only.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, his supervisor, and the counselor.

Exemptions claimed for the system:

None.

N05371-1

System name:

Conflicts of interest and employment activities.

System location:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Active duty, reserve, or retired military personnel and present and former civilian employees of the Navy or Marine Corps who, by reason of their own inquiries or inquiries or complaints of Department of the Navy or other Federal officials or other appropriate persons, have been the subject of correspondence with the Judge Advocate General concerning the legality of outside Federal, State, or private employment or financial interests, dual Federal employment, post-retirement employment, defense related employment, or foreign employment; acceptance of gifts, gratuities, or benefits from Government contractors, foreign governments, or other sources, or other possible violations of Federal conflicts-of-interest or standards-of-conduct laws or regulations.

Categories of records in the system:

Correspondence from, to, or concerning, individuals of the above stated category regarding their current, past, or prospective outside Federal, State, or private employment; defense-related employment; post-retirement employment; foreign employment; dual Federal employment; acceptance of gifts, gratuities, or benefits from Government contractors, foreign governments, or other questionable sources; or other possible violations of conflicts-of-interest or standards-of-conduct laws or regulations. Additionally, such records sometimes include copies of statements of employment submitted by retired military personnel to the Navy Finance Center and referred to the Judge Advocate General for review and further action, and copies of investigative reports concerning suspected violations of pertinent laws or regulations.

Authority for maintenance of the system:

5 U.S.C. 3326, 5532; 10 U.S.C. 973, 974, 1032, 6223;
18 U.S.C. 202, 203, 205, 207, 209, 219, 281, 283;
37 U.S.C. 801;
U.S. Const., Art. I, 9, cl 8;
5 U.S.C. 301;
44 U.S.C. 3101.

Purpose(s):

Information is used as the basis for advisory opinions on the legality of employment activities, financial interests, and the related conflicts-of-interest and standards-of-conduct questions described above.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the General Accounting Office; the Department of Justice; and the Office of Personnel Management in instances of suspected violations of pertinent laws or regulations.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name of individual.

Safeguards:

Files are maintained in file cabinets under the immediate control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after five years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va., 22332

Notification procedure:

Information may be obtained by written request to the system manager stating the full name of the individual concerned. Written requests must be signed by the requesting individual. Visits may be made to: Civil Affairs Division (Code 12), Office of the Judge Advocate General, Room 9n11, Hoffman Bldg II, 200 Stovall St., Alexandria, Va. 22332. Armed forces identification card or state driver's license is required for identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information in the system is furnished by the individual and is supplemented by correspondence from Federal officials; current, past, and prospective employers; other interested persons regarding possible conflicts of interest and employment activities; and by investigations pertaining to particular suspected violations. Additional information in the form of statements of employment is forwarded by officers of the Navy Finance Center to the Judge Advocate General for review and further action.

Exemptions claimed for the system:

None.

N05512-1

System name:

Vehicle Control System.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

All individuals that have vehicles registered at a particular Navy installation; and all individuals who apply for Government Motor Vehicle Operator's License.

Categories of records in the system:

Alphabetical file of each individual who have vehicles registered or who have applied for a Government Motor Vehicle Operator's License. Files kept by month, individual's name, date of birth, SSN, height, weight, hair and eye color, place of employment, driving record, license number, etc.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

Used as a car pool locator, vehicle registration, parking control system, insurance verification system to verify issue of license when individual has lost his or her operator's card, and may be referred to by security or safety officials to determine individual's previous driving record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators witnesses, correspondents.

Exemptions claimed for the system:

None.

N05520-1

System name:

Personnel Security Eligibility Information System.

System location:

Primary System-Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Secondary System-local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses)

Categories of individuals covered by the system:

Members of the U.S. Navy and Naval Reserve, former members, and applicants for enlistment or commissioning.

Categories of records in the system:

Files contain reports of personnel security investigations, criminal investigations, and counterintelligence investigations, usually brief excerpts only; correspondence, records and information pertinent to an individual's eligibility for acceptance and retention, personnel security clearance, assignment to the Nuclear Weapon Personnel Reliability Program or other 'high risk' program requiring personnel quality control.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To determine service member's eligibility for acceptance and retention, personnel security clearances, assignment to the Nuclear Weapon Personnel Reliability Program and other 'high risk' programs requiring quality control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To state and local government agencies in the performance of their official duties relating to personnel security eligibility.

To officials and employees of other Executive Branches of the Government, upon request, in the performance of their duties related to personnel security eligibility.

When required by Federal statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards. Some information from the paper records is contained in an automated file.

Retrievability:

Filed alphabetically by last name of individual. Automated files are by social security account number.

Safeguards:

Stored in locked safes and cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

Retention and disposal:

Records and portions thereof vary in period of time retained; records are retained and disposed of in accordance with Department Regulations.

System manager(s) and address:

Commander, Naval Military Personnel Command, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to Commander, Naval Military Personnel Command, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security number, rank/rate/civilian status, address and notarized signature of the requestor. The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex, (FOB#2) Washington, D.C., Rm. 1066, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identify will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing inital determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and other Departments and Agencies of the Executives Branch of government, and components thereof, in performance of their official duties and as specified by current instruction and regulations promulgated by competent authority; civilian and military investigative reports; federal state and local court documents; fingerprint cards; official correspondence concerning individual.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1), (2), (5), and (7) as applicable. For additional information contact the System Manager.

N05520-2

System name:

Listing of Personnel - Sensitive Compartmented Information.

System location:

Director, Naval Research Laboratory, Washington, D. C. 20375

Categories of individuals covered by the system:

Individuals indoctrinated for access to compartmented information.

Categories of records in the system:

Name, affiliation, billet description, clearances authorized, clearances held, rank, Social Security Number, Background Investigation date, date of birth, place of birth, date of marriage, place of marriage.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

To record and monitor the NRL sensitive compartmented information (SCI) billet structure (personnel authorized to be indoctrinated for SCI).

To control and monitor access to sensitive compartmented information facilities.

To maintain records of NRL personnel visiting other commands as well as personnel from other activities who visit NRL on SCI visits.

To maintain a listing of SCI materials signed out on sub-custody to division personnel for inventory control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Name, Social Security Number, affiliation, assigned billet number.

Safeguards:

Three combination security container and/or vault.

Retention and disposal:

Records maintained as long as individual authorized access; changed as changes occur.

Magnetic tape erased as required.

System manager(s) and address:

Special Security Officer, Naval Research Laboratory, Washington, D. C. 20375

Notification procedure:

Letter to System Manager at above address giving full name, Social Security Number, and affiliation, or visit to NRL Special Security Office with NRL pass as identification

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All information obtained from individuals and indoctrination documents.

Exemptions claimed for the system:

None.

N05520-4

System name:

NIS Investigative Files System.

System location:

Primary System-NIS Records Management Division Administration Department, NIS Headquarters, P.O. Box 16230, Suitland, Md. 20746

Decentralized Segments - Naval Investigative Service Regional Offices (NISROs) retain copies of certain segments of the investigative files, and related documentation for up to one year. Addresses of these offices are included in the directory of Department of the Navy mailing addresses. Naval Investigative Service Resident Agencies retain copies of investigative reports during pendency and for 90 days thereafter. They also retain evidence custody cards on persons from whom evidence was seized. The number and location of these Resident Agencies are subject to change in order to meet the requirements of the Department of the Navy. Current location may be obtained from Naval Investigative Service Headquarters.

Categories of individuals covered by the system:

Persons in the following categories who require access to classified defense information prior to August 1972: Active and inactive members of the naval service, civilian personnel employed by the Department of the Navy (DON), industrial and contractor personnel, civilian personnel being considered for sensitive positions, boards, conferences, etc., civilian personnel who worked or resided overseas, Red Cross personnel. Civilian and military personnel accused, suspected or victims of felonious type offenses, or lesser offenses impacting on the good order, discipline, morale or security of the DON. Civilian personnel seeking access to or seeking to conduct or operate any business or other function aboard a DON installation, facility or ship. Civilian or military personnel involved in the loss, compromise or unauthorized disclosure of classified material/information. Civilian and military personnel who were of counterintelligence interest to the DON.

Categories of records in the system:

Official Reports of Investigation (ROI) prepared by NIS or other federal, state, local or foreign law enforcement or investigative body on either hard copy or microfilm. NIS operations reports (NORs) and their predecessor NIS information reports (NIRs). NORs and NIRs document information received by NIS which is of interest to the naval services or other law enforcement or investigative bodies. The information may be of criminal, counterintelligence or general investigative interest.

General Reports (GEN). Although no longer usugh no longer used as such, the Investigative Purpose of the GEN was to report the results of pre-employment inquiries on applicants for positions as special agents with NIS. The official ROI (above) is now used for this purpose.

Action, Lead Sheets (ALS's), investigative summaries, memoranda for the files and correspondence relating to specific cases and contained in the individual dossier.

Polygraph Data. A listing of persons who submitted to polygraph examination by NIS examiners. The data includes the examinee's name, location and results of the examination and the identity of the examiner.

Case Control and Management documents which serve as the basis for controlling and guiding the investigative activity.

Records identifying confidential sources and contacts with them.

Index to persons reported by 'Name Only'.

Wiretap Data Records. Automated listing of persons who were subjects of wiretapping or eavesdropping operations.

Case Control and Narcotics Data Records. Automated records used only for statistical purposes in accounting for productivity, manhours expenditures; various statistical data concerning narcotics usage and used solely for statistical purposes.

Modus Operandi Files.

Screening Board Reports. These reports set forth the results of oral examination of applicants for a position as a Special Agent with the NIS.

Authority for maintenance of the system:

5 U.S.C. 301

44 U.S.C. 3101

47 U.S.C. 605

Executive Memorandum of June 26, 1939; Investigations of Espionage, Counterespionage and Sabotage Matters.

Executive Order 12036; United States Intelligence Activities; SECNAVINST 5520.3, Criminal and Security Investigations and Related Activities Within the Dept. of the Navy; DOD Dir 5210.8, Policy on Investigation and Clearance of DOD Personnel for Access to Defense Information; DOD Dir 5200.26, Defense Investigative Program: DOD Dir 5200.27, Acquisition of Information Concerning Persons and Organizations Not Affiliated with the Dept of Defense; and DOD Dir 5200.24, Telephone Interception and Eavesdropping, and SECNAVINST 3820.2D, Investigative and Counterintelligence Collection and Retention Guidelines Pertaining to the DON.

Purpose(s):

The information in this system is (was) collected to meet the investigative, counterintelligence and security responsibilites of the DON. This includes personnel security, internal security, criminal and other law enforcement matters all of which are essential to the effective operation of the department.

The records in this system are used to make determinations of; suitability for access or continued access to classified information, suitability for employment or assignment, suitability for access to military installations or industrial firms engaged in government projects/contracts, suitability for awards or similar benefits; use in current law enforcement investigation of any type including applicants; use in judicial or adjudicative proceedings including litigation or in accordance with a court order; insurance claims including workmens compensation; provide protective services under the DOD Distinguished Visitor Protection Program and to assist the U.S. Secret Service in meeting its responsibilities; used for public affairs or publicity purposes such as wanted persons, etc.; referral of matters under their cognizance to federal, state or local law enforcement authorities including criminal prosecution, civil court action or regulatory order; advising higher authorities and naval commands of the important developments impacting on security, good order or discipline; reporting of statistical data to naval commands and higher authority; input into the Defense Central Index of Investigations.

Users of the records in this system include employees of the NIS who require access for operational, administrative or supervisory purposes; DOD criminal investigative, investigative and intelligence units; DOD components making suitability determinations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To law enforcement or investigatory authorities for law enforcement purposes.

To federal intelligence/counterintelligence agencies of matters under their purview.

To foreign government organizations of criminal and counterintelligence information necessary for the prosecution of justice, or for mutual security and protection.

To other investigative units (federal, state or local) for whom the investigation was conducted, or who are engaged in criminal investigative and intelligence activities; federal regulatory agencies with investigative units.

To defense counsel in the course of acquiring information.

To officials and employees of the National Archives for historical purposes.

To commercial insurance companies in those instances in which they have a legitimate interest in the results of the investigation, but only to that extent and provided an unwarranted invasion of privacy is not involved.

To victims of crimes to the extent necessary to pursue civil and criminal remedies.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, on cards and on microfilm. Automated records on magnetic tape.

Retrievability:

NIS permanent files are filed by terminal digit number. In order to locate the file it is necessary to query the Defense Central Index of Investigations (DCII) computer using the name of the subject and at least one other personnel identifier such as date of birth, place of birth, social security number or military service number. Files may also be retrieved by a case control number assigned at the time the investigation is initiated. Copies of the files in the NISROs and Resident Agencies are retrieved by name.

Safeguards:

NIS investigative files (permanent and temporary) are maintained and stored in open shelves and filing cabinets located in secured areas accessible only to authorized personnel. Dated files are retired to the

Washington National Records Center where retrieval is restricted to NIS authorized personnel.

Retention and disposal:

Retention of completed NIS Investigative files on Personnel Security Investigations (PSI's) is authorized for 15 years unless adverse information is developed, in which case they may be retained for 25 years. PSI files on persons considered for affiliation with DOD will be destroyed within one year if the affiliation is not consummated. Special Agent applicant records are retained for one year if the applicant declines offer of employment and five years if the applicant is rejected for employment. Criminal files are retained for 25 years. Major investigations of a counterintelligence/security nature, of espionage or sabotage, may be retained permanently. Certain of the above records, when found to have possible historical value, may be offered to the National Archives for continued retention. Counterintelligence records on persons not affiliated with DOD must be destroyed within 90 days or one year under criteria set forth in DOD Directive 5200.27, unless retention is required by law or specifically approved by the Secretary of the Navy. Files retained in the NISO's and resident agencies are temporary and are destroyed after 90 days or one year, as appropriate.

System manager(s) and address:

The Director, Naval Investigative Service has ultimate responsibility for all NIS file holdings. Management of NIS permanent files is the direct responsibility of the Head Administration Department. NISRO Commanding Officers are responsible for files retained in their NISRO subordinate Resident Agencies.

Notification procedure:

All requests relative to the retention and/or releasability of NIS investigative files should be addressed to the Director, Naval Investigative Service, P.O. Box 16230, Suitland, Md. 20764. Requests must contain the full name of the individual and at least one additional personal identifier such as date and place of birth, social security number or military service number. Personal visits by requesters should be confined to the Naval Investigative Service headquarters at the above address. It should be borne in mind that the vagaries of the automated indexing system might preclude a same day response. Persons submitting written requests must properly establish their identity to the satisfaction of the NIS. Where a question exists a signed, notarized statement or other certified form of identification will be required. Individuals appearing in person may present proof of identification in the form of military ID card, valid driver's license, or other suitable form of identification bearing a photograph and signature. Attorneys or other persons acting on behalf of a subject of a record must provide a notarized authorization from the subject of the record.

Record access procedures:

Individuals may make inquiries relative to NIS records maintained on them thru the NIS Information and Privacy Coordinator Naval Investigative Service Headquarters, at the address specified in the previous paragraph.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

See Exemption.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552 a (j)(2) and (k)(1), (k)(3), (k)(4), (k)(5), and (k)(6) as applicable. For additional information, contact the System Manager.

N05520-5

System name:

Navy Joint Adjudication and Clearance System (NJACS).

System location:

Primary- a. System Control-Department of the Navy Central Adjudication Facility, 8621 Georgia Avenue, Silver Spring, MD 20910. b. System Computer Facility-Defense Investigative Service, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203.

Decentralized Segments- a. Department of the Navy, Headquarters, Naval Security Group Command, 3801 Nebraska Avenue, NW., Washington, DC 20390. b. Department of the Navy, Headquarters, Naval Intelligence Command (NIC-04), Room 282, NIC Building, 4600 Silver Hill Road, Suitland, MD 20389. c. Department of the Navy, Headquarters, Naval Security and Investigative Command (NSIC-284), 4600 Silver Hill Road, Suitland, MD 20389.

Categories of individuals covered by the system:

All Department of the Navy (DON) military personnel and civilian employees and certain 'affiliated employees' whose duties require a DON security clearance or security eligibility determination. 'Affiliated employees' include, but are not limited to, the following categories of persons in positions of trust: Contractors, consultants, non-appropriated fund employees, Red-Cross volunteers and staff, USO personnel.

Categories of records in the system:

The system contains records that include an individual's name, social security number, other personal information and identification code (UIC) of the subject's unit. Other data elements track the individual's status in the security investigation and clearance adjudication process and record the final determination. Data files will also include duty-assignment designations such as cryptographic information access or participation in the Personnel Reliability Program. The system will also include correspondence regarding the subject and/or reflecting the adjudication decision.

Authority for maintenance of the system:

5 U.S.C. 7311; 10 U.S.C. 5031; Executive Order 10450 (as amended); and Executive Order 9397.

Purpose(s):

To provide a comprehensive system to manage information required to adjudicate the eligibility of Department of the Navy (DON) military, civilian and certain affiliated employees for security clearances and to provide a record of those adjudications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compiliation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disks and drums. Paper records, microfiche, printed reports and other related documents supporting the system are filed in cabinets and stored in 'controlled access areas' only.

Retrievability:

By SSN, employee name, date of birth, and place of birth.

Safeguards:

Controls have been established to restrict computer output only to authorized users at all system locations. Specific procedures are also in force for the disposal of computer output. Computer files are kept in secure, continuously manned areas and are accessible only to authorized computer operators, programmers, and adjudicators who are directed to respond to valid, official requests for information. This access is controlled and monitored by the security system.

Retention and disposal:

The system will maintain NJACS records on persons so long as they continue to be employed by or affiliated with the DON. Records will be purged one year after an individual terminates DON employment or affiliation. Other forms of information (e.g., nonautomated records) will be maintained in accordance with DON record retention requirements. All system information is disposed of via authorized methods for sensitive or personal information, as appropriate.

System manager(s) and address:

Director, Department of the Navy Central Adjudication Facility, Naval Security and Investigative Command (NSIC) (Code 29), 8621 Georgia Avenue, Silver Springs, MD 20910.

Notification procedure:

Information on NJACS may be obtained from the System Manager indentified above. Individuals requesting personal records must provide a notarized statement and full indentifying data and mark the letter and envelope containing the request 'Privacy Act Request.' Proposed amendments to the information must be directed to the agency which conducted the investigation.

Record access procedures:

Make all requests for access in writing and clearly mark the letter and envelope 'Privacy Act Request.' Clearly indicate name of the requester, nature of the record sought, approximate date of the record, and provide the required verification of identity or notarized consent for release to a third party.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may by obtained from the system manager. Direct all request to contest information to the system manager identified above. State clearly and concisely what information is being contested and the reasons for contesting it. Clearly mark the letter and the envelope containing the contest 'Privacy Act Request.' Proposed amendments to information sought must be directed to the agency which conducted the investigation.

Record source categories:

Information in this system comes from the cognizant security manager or other official sponsoring the security clearance/determination for the subject and from information provided by other sources, e,g., personnel security investigations, personal financial records, military service records and the subject.

Exemptions claimed for the system:

None.

N05521-1

System name:

Access Control System.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals considered or seeking consideration for access to space under the control of the Department of the Navy and any visitor (military, civilian, contractor) requiring access to a naval base/activity or contractor facility.

Categories of records in the system:

Visit requests for permission to transact commercial business, visitor clearance data for individuals to visit a naval base/activity/contractor facility; barring lists and letters of exclusion, and badge/pass issuance records.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations and E.O. 9397.

Purpose(s):

To maintain all aspects of proper access control, to replace lost badges, to retrieve passes upon separation, to maintain visitor statistics and background information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To designated contractors when Navy member is visiting that contractor's facility.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

N05521-2

System name:

Commonwealth Pass Application Form.

System location:

U.S. Naval Communciation Station, FPO San Francisco 96680

Categories of individuals covered by the system:

All personnel requiring access to the Commonwealth property on which the Naval Communication Station is located.

Categories of records in the system:

Completed application forms for Commonwealth passes. Contains name, rank, organization, height, color of hair, color of eyes, date of birth and place of birth.

Authority for maintenance of the system:

5 USC 301 Arrangements for the use and occupation by the United States Navy of Commonwealth and for associated matters.

Purpose(s):

To issue passes for entry to Naval Communication Station.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Locked cabinet - limited access.

Retention and disposal:

Duration of individual's stay in area. Destruction by burning.

System manager(s) and address:

Security Officer, U.S. Naval Communication Station.

Notification procedure:

Individual initiates record and may request information. Security Officer, U.S. Naval Communicaton Station, information requester must provide: Full name, official title, purpose of inquiry. Office to be visited: Security Office, U.S. Naval Communication Station. Proof of identity: Visual recognition or identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information supplied by individual.

Exemptions claimed for the system:

None.

N05527-1

System name:

Security Incident System.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals involved in or witnessing incidents requiring the attention of base, station, or activity security personnel.

Categories of records in the system:

Incident/complaint report, investigator's report, military magistrate's records, confinement records, traffic accident and violation records, traffic court file, citations to appear before U. S. Magistrate.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

Used by command legal personnel for prosecution of military offenses and other administrative actions; support of insurance claims and civil litigation, revocation of base, station, or activity driving privileges.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Federal Bureau of Investigation for further criminal investigations or court actions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (j)(2) as applicable. For additional information contact the System Manager.

N05527-2

System name:

Security Inspection and Violation System.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals involved in security violations.

Categories of records in the system:

Security violation reports, security inspection reports.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To identify problem areas in security indoctrination, to alert command management officials to areas which present larger than normal security problems and identify personnel who are cited as responsible for non-compliance with procedures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

N05527-4

System name:

Naval Security Group Personnel Security/Access Files.

System location:

The central record system is located at:
Commander, Naval Security Group Command
3801 Nebraska Ave., NW,
Washington, D.C. 20390

Duplicates of portions of records may be held by other Naval and Marine Corps activities served by a Naval Security Group Special Security Officer. Records pertaining to Naval and Marine Corps military personnel who were considered but not selected for assignment to the Naval Security Group while undergoing recruit training are located at one of the following locations:

Resident in Charge
Naval Security Group Field Office
Marine Corp Recruit Depot
Parris Island, South Carolina 29905

Resident in Charge
Naval Security Group Field Office
Naval Administrative Command
Naval Training Center,
Great Lakes, Illinois 60088

Resident in Charge
Naval Security Group Field Office
Naval Training Center
San Diego, California 92133

Resident in Charge
Naval Security Group Field Office
Naval Training Center
Orlando, Florida 32813

Resident in Charge
Naval Security Group Field Office
Naval Technical Training Center, Corry Station
Pensacola, Florida 32511

Categories of individuals covered by the system:

Naval and Marine Corps military and civilian personnel assigned to or employed by the Naval Security Group, including the Reserve components thereof, or who have been considered for such assignment or employment.

Categories of records in the system:

The file may contain personal history information, investigative reports, security suitability reports, incident reports, and other data pertinent to determination of eligibility for access to Sensitive Compartmented Information (SCI), including the decisions made in each case. The file also contains records of authorized access to classified information.

Authority for maintenance of the system:

E.O. 10450 Eisenhower Security Program;
E.O. 12356 National Security Information.

Purpose(s):

Information is collected and used by SCI security personnel for the purposes of determining the individual's eligibility for access to SCI information, of maintaining a record of the degree(s) to which access to SCI has been authorized, and of determining the extent, if any, to which controls must be exercised to prevent the compromise of SCI through hostile foreign intelligence activity.

Information may be released to officials and employees of the Defense Intelligence Agency, Army Security Agency, Air Force Security Service, and the Defense Industrial Security Clearance Office to determine the individual's eligibility for access to classified information under the user Agency's cognizance.

Information may be disseminated to the Defense Investigative Service and the Naval Investigative Service to conduct investigations on which to base SCI eligibility decisions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the National Security Agency, Central Intelligence Agency, and White House Communications Agency for the purpose of determining the individual's eligibility for access to classified information under the user agency's cognizance.

To the Central Intelligence Agency to maintain an index of personnel who have been granted access to certain sensitive intelligence programs.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, microfilm, and magnetic tape.

Retrievability:

By name and SSN.

Safeguards:

Approved security areas with alarms and guards. Access is limited to assigned personnel who have been found eligible for access to SCI and received specific instruction in the handling, security, and dissemination policy of information in the files.

Retention and disposal:

Central record system retained for thirty years after last action. Records held at Naval Security Group Field Offices forwarded to central system after two years. Records retained in central record system and destroyed by burning, shredding, degaussing or chemical destruction at end of retention period.

System manager(s) and address:

Commander, Naval Security Group Command, 3801 Nebraska Ave., NW, Washington, D.C. 20390

Notification procedure:

a. Send request to SYSMANAGER.

b. Full name, date and place of birth, military status, social security number (if voluntarily included) or service number.

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Ave., NW, Washington, D.C. 20390 who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requester.

d. Scheduled visitors must be prepared to present adequate proof of identification-i.e.-combination of full name, date and place of birth, parent(s) name, drivers license, medicare card, military identification card if applicable.

Record access procedures:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

In addition to information furnished by the individual himself, files contain information furnished by federal investigative agencies, other SCI security organizations, and reports submitted by Naval Security Group Special Security Officer. Files also include administrative correspondence among associated personnel and security offices of the executive branch.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1) through (5), as applicable. For additional information contact the System Manager.

N05760-1

System name:

Biographical and Service Record Sketches of Chaplains.

System location:

Chaplain Corps Historian, Chaplain Resource Board, 6500 Hampton Boulevard, Norfolk, VA 23508-1296.

Categories of individuals covered by the system:

Navy chaplains who have served on extended active duty at some time during the period 1778-1981 inclusive, and any future editions. It lists the names, years in which they were commissioned, and the ecclesiastical affiliations of all who held chaplaincy commissions during the period.

Categories of records in the system:

Biographical and professional summary which includes individual's full name, denomination of faith group, date and place of birth, education, ordination, date of marriage and name of spouse, first names of children, prior professional experience, authorship, prior military service (including date of commission, date of rank of commissioning, ships/stations, places and dates; and period spent, if any, in Inactive Reserve), date of augmentation (if applicable), promotion history, awards and decorations, conclusion of active duty (date of resignation, release from active duty, or retirement as applicable), post active duty career (retirees only), and distinctions which have made the chaplains career interesting or unusually significant (corroborative material suggested).

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To provide background data in response to news media requests; to provide information on individual chaplains prior to public appearances in which they are scheduled to appear; to provide internal release of information as required.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in bound and published volumes. Source materials are in paper files.

Retrievability:

Data is retrieved alphabetically by individual names.

Safeguards:

Files are locked after official working hours.

Retention and disposal:

Forms and documents are destroyed after five years from the date of publication. The volumes are kept indefinitely.

System manager(s) and address:

Chaplain Corps Historian, Chaplain Resource Board, 6500 Hampton Boulevard, Norfolk, VA 23508-1296.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chaplain Corps Historian, Chaplain Resource Board, 6500 Hampton Boulevard, Norfolk, VA 23508-1296.

The request should contain full name and address of the individual.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chaplain Corps Historian, Chaplain Resource Board, 6500 Hampton Boulevard, Norfolk, VA 23508-1296.

The request should contain full name and address of the individual.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in this system comes from returned questionnaires addressed to individual chaplains, supplemented by Officer Data Cards and historical research.

Exemptions claimed for the system:

None.

N05800-1

System name:

Legal Office Litigation/Correspondence Files.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy Activities. Official mailing addresses are listed in the Navy's address directory appended to this publication.

Categories of individuals covered by the system:

Criminal and civil plaintiffs/defendants involved in litigation against or involving the Navy.

Categories of records in the system:

Statements, affidavits, correspondence, briefs, petitions, court records involving litigation and related matters.

Authority for maintenance of the system:

Title 28, USC; Executive Order 10561; 5 USC 301; 10 USC 801-940.

Purpose(s):

To prepare correspondence and materials for litigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File cabinets.

Retrievability:

Case citation, name of individual.

Safeguards:

Locked in executive spaces.

Retention and disposal:

Most are retained permanently, others disposed of in accordance with Defense Disposal Manual.

System manager(s) and address:

Associate General Counsel (Litigation), Washington, DC 20360.

Notification procedure:

Direct inquiry to SYSMANAGER, providing name, rank/rate/shop or badge number and social security number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Court records, personal interviews and statements, departmental records, State and Federal records, police reports and complaints, general correspondence.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information contact the System Manager.

N05800-2

System name:

Legal Records System.

System location:

Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120 and naval medical facilities. Official mailing addresses are published as an appendix to the Navy's compilation of systems notices.

Categories of individuals covered by the system:

Naval (military and civilian) health care personnel or staff employed at medical facilities; patients and visitors of medical facilities.

Categories of records in the system:

Requests for legal representation; requests for information by subpoena; requests for assistance; all background material necessary to answer the requests; and copies of letters replying to the requests.

Article 138, UCMJ complaints and all proceedings, including statements, affidavits, correspondence, briefs, conditions, court records, etc.

Incident reports and in-house investigations compiled as background for possible claims.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; Article 138, UCMJ; 10 U.S.C. 938; Article 15, UCMJ; Naval Military Personnel Manual; 28 U.S.C. 1346(b), "Federal Torts Claim Act"; 42 U.S.C. 2651-2653, "Medical Care Recovery Act".

Purpose(s):

To provide a record of individual requests and responses for reference and appellate purposes and to prepare responses to individual requests.

To provide background for the proceedings on complaints and review of those complaints.

To prepare correspondence and materials for actual or possible disciplinary proceedings.

To investigate, provide background on, and determine future action concerning possible claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, forms, letters.

Retrievability:

By name of involved person; date; type of incident, claim, or complaint; location of incident; or by object of request.

Safeguards:

Files are maintained in file cabinets and other manual storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located are locked outside office working hours.

Retention and disposal:

Records are retained for two years after final action and then destroyed.

System manager(s) and address:

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquires to the naval medical facility where the incident took place or to the Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120. Official mailing addresses are published as an appendix to the Navy's compilation of systems notices.

Written requests should contain full name, Social Security Number, military status, approximate date of contact with system (if known).

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the naval medical facility where the incident took place or to the Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120. Official mailing addresses are published as an appendix to the Navy's compilation of systems notices.

Written requests should contain full name, Social Security Number, military status, approximate date of contact with system (if known).

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Investigative reports (as from JAG Manual investigations, Office of Naval Intelligence reports, security system, etc), Military Personnel system, medical records, personal interviews, personal observations, reported by persons witnessing or knowing of incidents.

Exemptions claimed for the system:

None.

N05801-1

System name:

Legal Services Management Information System.

System location:

Typically maintained at Naval Legal Service Offices, the Naval Legal Service Branch Offices, and any command with a legal assistance office.

Categories of individuals covered by the system:

Servicemembers who are pending courts-martial. Authorized military and civilian personnel and dependents who have sought legal assistance, advice or counseling or other representational services from Naval Legal Service Offices or Detachments and any command with a legal assistance office.

Categories of records in the system:

(1) Legal Assistance Card Files. Legal assistance card files typically contain client identification information, e.g., name, address, duty station, telephone numbers, etc., client description of legal problem, attorney classification of problem, and attorney time expended.

(2) Case Analysis and Tracking System (CATS): CATS records contain identification information about the individual being courts-martialed such as name; rank/rate; service number; organizational information, such as Convening Authority and Supervisory Authority; information relevant to internal management of the Legal Service Office, such as dates of receipt, docketing, trial, and transcript completion; identities of counsel and military judge; information on the ccharges of which convicted, if any, sentence adjudged; and other information describing overall case management and processing.

(3) Legal Assistance and Personal Representation Client Records: File contains ID information about the individual seeking legal advice such as name, address, duty station, telephone number, type of assistance requested, results of any hearing involved, and attorney time expended.

Authority for maintenance of the system:

5 U.S.C. 301; Manual of the Judge Advocate General; 44 U.S.C. 3101.

Purpose(s):

Attorneys and clerical personnel directly involved in processing courts-martials, and rendering legal assistance and advice within the Naval Legal Service Offices and Detachments and legal assistance offices established within the Department of the Navy. Data will be used for the internal management of the Naval Legal Service Offices and legal assistance offices such as court scheduling and counsel assignment information, and generating monthly workload productivity and statistical reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Pre-printed cards stored in file cabinets; case files are stored on magnetic disk. Reports extracted from this data may be stored temporarily in paper files.

Retrievability:

Card files maintained by the legal assistance offices are retrieved by name of client. Case files maintained by the Naval Legal Service Offices are retrieved by an internal case number and secondarily, by name of individual.

Safeguards:

Manual records/cards are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

Data disks are secured in areas accessible only by authorized personnel. Additionally, data disks are unreadable without the program disks, as an added security precaution.

Retention and disposal:

Records are retained for two years after completion of the case, then destroyed.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, Virginia 22332, for legal assistance card files.

Deputy Assistant Commander, Naval Legal Service Command (Management and Plans), 200 Stovall Street, Alexandria, Virginia 22332, for case files.

Notification procedure:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e. full name, etc.); the written request must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

Basic information contained in the card files is provided by the client. Basic information contained in the courts-martial files is provided by the Convening Authority for the courts-martial, the attorneys and military judge assigned to the case, and administrative personnel assigned to the Naval Legal Service Office. Information regarding the ultimate disposition of the matter is provided by the attorney rendering the service.

Exemptions claimed for the system:

None.

N05802-1

System name:

Fiduciary Affairs Records.

System location:

Office of the Judge Advocate General (Code 12), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Categories of individuals covered by the system:

All active duty, fleet reserve, and retired members of the Navy and Marine Corps who have been medically determined to be mentally incapable of managing their financial affairs, their appointed or prospective trustees, and members' next-of-kin.

Categories of records in the system:

The system contains proceedings of medical boards, documentation indicating the origin of the mental incapability, the name(s) and address(es) of the individual's next-of-kin, the disability retirement index, a copy of the interview(s) of prospective trustee(s), the appointment of the approved trustee, authority to pay the individual's retirement pay to the approved trustee, the instruction of duties and responsibilities to the trustee, annual trustee accounting reports, copy of the trustee's surety bond, a copy of the affidavit executed by the trustee to obtain the surety bond, miscellaneous correspondence relating to the trustee's duties and responsibilities, annual approvals of the trustee account, discharge(s) of trustee, release(s) of surety, periodic physical examinations, medical records and related correspondence.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulation; 37 U.S.C. 601-604; and 44 U.S.C. 3101.

Purpose(s):

To provide non-judicial financial management of military pay and allowances payable to active duty, fleet reserve, and retired Navy and Marine Corps members for the period during which they are medically determined to be mentally incapable of managing their financial affairs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials of the Department of Justice when there is reason to suspect financial mismanagement and no satisfactory settlement with the surety can be reached.

To officials and employees of the Veterans Administration in connection with programs administered by that agency.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

paper records in file folders stored in file cabinets or other storage devices.

Retrievability:

By name of the member.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Indefinitely; however, after the death of a member, his/her files are transferred to the Federal Records Center, Suitland, MD 20409. In addition, Fiduciary Affairs files that have been closed for a period of five years are transferred to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, 200 Stovall Street, Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, 200 Stovall Street, Alexandria, VA 22332-2400. The request should contain the full name of the individual concerned and should be signed.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, 200 Stovall Street, Alexandria, VA 22332-2400. The request should contain the full name of the individual concerned and should be signed.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Components within the Department of the Navy, medical doctors, approved trustees, prospective trustees, surety companies, and the Veterans Administration.

Exemptions claimed for the system:

None.

N05810-1

System name:

Article 138 Complaint of Wrongs.

System location:

Office of the Judge Advocate General (Code 13), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Complaints, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

Categories of individuals covered by the system:

Active duty Navy and Marine Corps personnel who have submitted complaints of wrong pursuant to Article 138, UCMJ, which have been forwarded to the Secretary of the Navy for final review of the complaint and the proceedings had thereon.

Categories of records in the system:

The complaint and all proceedings had thereon.

Authority for maintenance of the system:

Article 138, Uniform Code of Military Justice, (10 U.S.C. 938).

Purpose(s):

Used by JAG as a working file to review and make recommendations to the Secretary of the Navy on Article 138 complaints.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept in alphabetical order according to last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside office working hours.

Retention and disposal:

Complaints are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Administrative Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Information may be obtained by written request to the Judge Advocate General stating full name and the approximate date the complaint was submitted for review if known. Written requests must be signed by the requesting individual. Personal visits may be made to the Administrative Law Division, Office of the Judge Advocate General, Room 9N03, Hoffman Bldg II, 200 Stovall St, Alexandria, Va. 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The records are comprised of the following source materials: (1) Complaint of wrongs; (2) results of examination into complaint of wrongs by the general court-martial authority; and (3) final review action by the Secretary of the Navy.

Exemptions claimed for the system:

None.

NO5810-2

System name:

Military Justice Correspondence File.

System location:

Office of the Judge Advocate General (Code 20), Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Categories of individuals covered by the system:

Active duty, retired, and discharged Navy and Marine Corps personnel who were the subject of military justice proceedings.

Categories of records in the system:

File contains copies of correspondence and background material to answer inquiries regarding Navy and Marine Corps personnel who were the subject of military justice proceedings.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To provide a record of individual inquiries and JAG responses concerning military justice related matters for reference purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of system notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Correspondence is kept in alphabetical order according to the last name of the individual who is the subject of the correspondence.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, MD 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400. The request should contain full name and address of the individual concerned and should be signed.

Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, Stovall St., Alexandria, VA 22332-2400. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces' identification card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Records of trial and correspondence from commands and agencies involved in the matter which is the subject of the correspondence.

Exemptions claimed for the system:

None.

NO5810-3

System name:

Appellate Case Tracking System (ACTS).

System location:

Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001.

Categories of individuals covered by the system:

All individuals who have their appellate case reviewed by the Navy-Marine Corps Court of Military Review and/or the Court of Military Appeals.

Categories of records in the system:

Navy appellate case records; additional Navy appellate case information records; and historical Navy appellate case records. Files contain personal information such as name, rank, social security number, etc., and specific information with regard to the Navy appellate cases.

Authority for maintenance of the system:

10 U.S.C. 866, 867; 5 U.S.C. 301, and E.O. 9397.

Purpose(s):

To track the status of courts-martial cases appealed to the Navy-Marine Corps Court of Military Review and Court of Military Appeals. The system will also be used by the officials and employees of the Department of the Navy to provide management and statistical information to governmental, public, and private organizations and individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic disk, magnetic tape, and on hard copy forms.

Retrievability:

ACTS users obtain information by means of a query or a request for a standard report. Data may be indexed by any data item although the primary search keys are the name, Social Security Number, or the Navy-Marine Corps Court of Military Review docket number.

Safeguards:

Access to building is protected by uniformed guards requiring positive identification for admission after hours. The system is protected by the following software features: User account number and password sign-on, data base access authority, data set authority for add and delete, and data item authority for list and update.

Retention and disposal:

An individual's record is retained on disk and will be available for on-line access for twenty-five years after the close of the individual's case. The record will be purged to magnetic tape after twenty-five years and will be utilized in a batch processing mode.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General, Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001. The request should contain full name, social security number, and address of the individual concerned and should be signed.

Personal visits may be made to the Administrative Support Division, Office of the Judge Advocate General, Washington Navy Yard, Building 111, Washington, DC 20374-2001. Individuals making such visits should be able to provide some acceptable identification, e.g., Armed Forces' ID card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General, Administrative Support Division, Navy and Marine Corps Appellate Review Authority, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in this system comes from the individual's record of trial and supporting documents.

Exemptions claimed for the system:

None.

N05813-1

System name:

Ethics File.

System location:

Office of the Judge Advocate General (Code 01), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Categories of individuals covered by the system:

Civilian and military lawyers certified by the Judge Advocate General of the Navy: (1) Under the article 27(b) of the Uniform Code of Military Justice (UCMJ); or (2) as legal assistance attorneys; and (3) whose professional or personal conduct has been brought into question under JAGINST 5803.1. Attorneys not certified under article 27(b), UCMJ or as legal asssitance attorneys but who practice under the supervision of the Judge Advocate General of the Navy are also included in the system.

Categories of records in the system:

Reports of investigation, correspondence, and court papers relating to the complaint brought against attorneys.

Authority for maintenance of the system:

Manual of the Judge Advocate General, Section 0165, 5 U.S.C. 301, Departmental Regulations; and JAGINST 5803.1.

Purpose(s):

To record the disposition of ethics complaints, to provide a record of individual lawyers who are not authorized to practice as legal assistance attorneys, before courts-martial, in other proceedings under the UCMJ, or in administrative proceedings, and to document ethics violations and corrective action taken.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept in alphabetical order according to the last name of the attorney concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, MD 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

The written request should include the full name of the individual concerned and must be signed. Personal visits may be made to the assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, room 9N21, Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-2400, during normal working hours; Monday through Friday, 8 a.m. to 4:30 p.m. Individuals making such visits should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves should address written inquiries to the Deputy Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400. The written request should include the full name of the individual concerned and must be signed.

Personal visits may be made to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Room 9N21, Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-2400, during normal working hours; Monday through Friday 8 a.m. to 4:30 p.m. Individuals making such visits should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

Contesting record procedures:

The Department of the Navy rules for contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Correspondence from individuals, military judges, staff judge advocates, and other military personnel; correspondence from the Judge Advocate General of other branches of the Armed Forces; investigative reports from Naval Investigative Service Command and other offices, correspondence from other military and civilian authorities and copies of court papers.

Exemptions claimed for the system:

None.

N05813-2

System name:

Courts-Martial Case Report.

System location:

Chief, Navy-Marine Corps Trial Judiciary, Washington Navy Yard, Washington, D.C. 20374

Categories of individuals covered by the system:

All individuals having appeared before a special or general court-martial within the preceding two fiscal years.

Categories of records in the system:

The recording of the Article violation of the UCMJ, the plea, the finding, the sentence and other related information concerning the trial.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations.

Purpose(s):

To formulate status reports for the JAG.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in file folders by circuit and fiscal year.

Retrievability:

By name or case number.

Safeguards:

Personnel screening, visitor control.

Retention and disposal:

Two fiscal years. They are not moved to Record Centers but are disposed of after two fiscal years in the same manner as all other unclassified material, i.e., general destruction.

System manager(s) and address:

Circuit Military Judge
ATLANTIC Judicial Circuit
Navy-Marine Corps Trial Judiciary
Washington Navy Yard
Washington, D.C. 20374

Notification procedures:

Write to address listed under SYSMANAGER. Provide full name, branch of service, military status, where stationed when tried, and when tried.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Military Judge of respective individual's court-martial.

Exemptions claimed for the system:

None.

NO5813-3

System name:

Records of Trial of General Courts-Martial.

System location:

Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington DC 20374-2001.

Categories of individuals covered by the system:

Active duty Navy and Marine Corps personnel tried by general courts-martial.

Categories of records in the system:

General courts-martial records of trial.

Authority for maintenance of the system:

10 U.S.C. 865 and 5 U.S.C. 301.

Purpose(s):

To complete appellate review as required under 10 U.S.C. 866, 867, 869 and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept by Navy courts-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for three years and then forwarded to the Federal Records Center in Suitland, MD for storage.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001. The request should contain full name and address of the individual concerned and should be signed.

Personal visits may be made to the Administrative Support Division, Office of the Judge Advocate General, Washington Navy Yard, Building 111, Washington, DC 20374-2001. Individuals making such visits should be able to provide acceptable identification, e.g. Armed Forces' identification card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Proceedings by a general courts-martial.

Exemptions claimed for the system:

None.

N05814-1

System name:

Summary Courts-Martial and Non-Bad Conduct Discharge Courts-Martial--Navy and Marine Corps.

System location:

Records are retained for two years after final action by appropriate officers having supervisory authority over shore activities. Records are retained for three months after final action by appropriate officers having supervisory authority over fleet activities, including Fleet Air Wings and Fleet Marine Forces. After the two years or three month retention period, as appropriate, the records are transferred to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132.

Categories of individuals covered by the system:

Navy and Marine Corps enlisted personnel tried by summary court-martial or by special court-martial which did not result in a bad conduct discharge.

Categories of records in the system:

Summary court-martial and non-bad conduct discharge special court-martial records of trial.

Authority for maintenance of the system:

10 U.S.C. 865, 5 U.S.C. 301, and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b (manual for courts-martial, 1969 (rev.))

Purpose(s):

To complete appellate review as required under 10 U.S.C. 864(a) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Type of court-martial, date, command which convened the court-martial, name of individual defendant, and command which completed the supervisory authority's action.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are retained for two years after final action by officers having supervisory authority over shore activities, and for three months by officers having supervisory authority over fleet activities. At the termination of the appropriate retention period, records are forwarded for storage to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132. Records are destroyed 15 years after final action has been taken.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332 and appropriate officers having supervisory authority over Naval activities.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332, by written request including the full name of the individual concerned, the type of court-martial (summary or special), the name of the command which held the court-martial, and the date of the court-martial proceedings. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall St., Alexandria, Va., 22332. Individuals making such visits should be able to provide some acceptable identification, e.g. armed forces identification cards, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Proceedings of summary courts-martial and special courts-martial which did not result in a bad conduct discharge.

Exemptions claimed for the system:

None.

N05815-1

System name:

Record of trial of special courts-martial resulting in bad conduct discharges or concerning officers.

System location:

Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374–2001.

Categories of individuals covered by the system:

Navy and Marine Corps personnel tried by special courts-martial and awarded a bad conduct discharge, and all Navy and Marine Corps commissioned officers tried by special courts-martial.

Categories of records in the system:

Special courts-martial which resulted in a bad conduct discharge, or involving commissioned officers.

Authority for maintenance of the system:

10 U.S.C. 865; 10 U.S.C. 866(b), 5 U.S.C. 301, Departmental Regulations; and E.O. 11476 of June 19, 1969, as amended by E.O. 11835 of January 27, 1975, paragraph 94b (manual for courts-martial, 1969 (rev.))

Purpose(s):

To complete appellate review as required under 10 U.S.C. 866(b) and provide central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept by Navy courts-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, MD 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332–2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General, Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374–2001. The request should contain the full name and address.

Personal visits may be made to the Administrative Support Division, Office of the Judge Advocate General, Washington Navy Yard, Building 111, Washington, DC 20374–2001. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces' identification card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General, Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374–2001.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Special courts-martial proceedings.

Exemptions claimed for the system:

None.

N05817–1

System name:

Courts-Martial Statistics.

System location:

Administrative Support Division (Code 40), Navy-Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Building 111, Washington Navy Yard, Washington, DC 20374–1111.

Categories of individuals covered by the system:

Navy and Marine Corps personnel tried by general courts-martial and by special courts-martial when the special courts-martial sentence, as finally approved, includes a punitive discharge.

Categories of records in the system:

Courts-martial information on special courts-martial if sentence, as finally approved, includes a punitive discharge and all general courts-martial including name, Social Security Number, pleas, convening authority action, supervisory authority action, and Court of Military Review action. Information available from 1970 through 1986 only.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

To collect statistical data on general and bad conduct discharge special courts-martials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To governmental, public and private organizations and individuals, as required.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

On computer hard disc.

Retrievability:

Name, Social Security Number or Navy courts-martial number.

Safeguards:

Computer hard disc is located in office which is under observation during working hours and is locked at night. The office is located in a secure building which is guarded 24 hours a day. Admission is allowed only to personnel on official business and authorized visitors. The computer is not accessible by telephone modem.

Retention and disposal:

Indefinite.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332–2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General (Navy-Marine Corps Appellate Review Activity), Office of the Judge Advocate General, Building 111, Washington Navy Yard, Washington, DC 20374–1111. Written requests must be signed by the requesting individual.

Personal visits may be made to the Navy-Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Building 111, Room 48, Washington Navy Yard, Washington, DC 20374–1111. Individuals must be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Individuals seeking access to records about themselves in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General (Navy-Marine Corps Appellate Review Activity), Office of the Judge Advocate General, Building 111, Washington Navy Yard, Washington, DC 20374–1111. Written requests must be signed by the requesting individual.

Personal visits may be made to the Navy-Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Building 111, Room 48, Washington Navy Yard, Washington, DC 20374-1111. Individuals must be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Navy Judge Advocate General Form 5813/1.

Exemptions claimed for the system:

None.

N05819-1

System name:

Article 69 Petitions.

System location:

Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001.

Categories of individuals covered by the system:

Navy and Marine Corps personnel who were tried by courts-martial which were not reviewed by the Navy Court of Military Review and when such service member has petitioned the Judge Advocate General pursuant to Article 69, Uniform Code of Military Justice, for review.

Categories of records in the system:

Files contain individual service member's petition together with all forwarding endorsements and copy of action taken by the Judge Advocate General with supporting memorandum.

Authority for maintenance of the system:

Article 69, Uniform Code of Military Justice (10 U.S.C. 869).

Purpose(s):

To complete appellate review as required under 10 U.S.C. 869(b) and to provide a central repository accessible to the public who may request information concerning the appellate review or want copies of individual public records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Records are maintained in chronological calendar order with alphabetical cross-referencing system.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located are locked outside official working hours.

Retention and disposal:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, MD 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General, Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001. The request should contain full name and address of the individual concerned and should be signed.

Personal visits may be made to the Administrative Support Division, Office of the Judge Advocate General, Washington Navy Yard, Building 111, Washington, DC 20374-2001. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces' identification card, driver's license etc.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General, Administrative Support Division, Navy and Marine Corps Appellate Review Authority, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 222, Washington, DC 20374-2001.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

The records comprise of the following source materials: (1) Petitions for relief, (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of courts-martial (above information is omitted if petitioner is former service member), and (3) action of the Judge Advocate General on petition.

Exemptions claimed for the system:

None.

N05819-2

System name:

Article 73 Petitions for New Trial.

System location:

Administrative Support Division, Navy and Marine Corps Appellate Review Activity, Office of the Judge Advocate General, Department of the Navy, Washington Navy Yard, Building 111, Washington, DC 20374-2001.

Categories of individuals covered by the system:

Navy and Marine Corps personnel who submitted petitions for new trial to the Judge Advocate General within two years after approval of their courts-martial sentence by the convening authority but after their case had been reviewed by the Navy Court of Military Review or Court of Military Appeals, if appropriate.

Categories of records in the system:

The petition for new trial, the forwarding endorsements if the petition was submitted via the chain of command, and the action of the Judge Advocate General on the petition.

Authority for maintenance of the system:

Article 73, Uniform Code of Military Justice. (10 U.S.C. 873).

Purpose(s):

To provide a record of individual petitions in order to answer inquiries from the individual concerned and to provide additional advice to commands involved when and if such petitions are granted.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept in alphabetical order according to the last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, MD 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Military Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400. The request should contain full name and address.

Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 9S09, Hoffman Bldg II, 200 Stovall Street, Alexandria, VA 22332-2400. Individuals should have the following items of identification: driver's license or military identification card.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

The records are comprised of the following source materials: (1) Petitions for new trial; (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of courts-martial (above information is omitted if petitioner is former service member); and (3) action of the Judge Advocate General on petitions.

Exemptions claimed for the system:

None.

N05819-3

System name:

Naval Clemency and Parole Board Files.

System location:

Naval Clemency and Parole Board, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

Categories of individuals covered by the system:

Members or former members of the Navy or Marine Corps whose cases have been or are being considered by the Naval Clemency and Parole Board.

Categories of records in the system:

The file contains individual applications for clemency or parole, reports and recommendations thereon indicating progress in confinement or while awaiting completion of appellate review if not confined, or on parole; correspondence between the individual or his counsel and the Naval Clemency and Parole Board or other Navy offices; other correspondence concerning the case; the court-martial order and staff Judge Advocate's review; and a summarized record of the proceedings of the Board.

Authority for maintenance of the system:

10 U.S.C. 874(a), 952-954.

Purpose(s):

The file is used in conjunction with periodic review of the member's or former member's case to determine whether or not clemency or parole is warranted. The file is referred to in answering inquiries from the member or former member or their counsel. The file is referred to by the Naval Discharge Review Board and the Board for Correction of Naval Records in conjunction with their subsequent review of applications from members or former members. The file is also used by counsel in connection with representation of members or former members before the Naval Clemency and Parole Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Folders are filed by name and social security number or service number.

Safeguards:

Files are kept within the Naval Clemency and Parole Board adm office. Access office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

Retention and disposal:

Files are permanent. They are retained in the Naval Clemency and Parole Board's administrative office until all portions of the sentence have been completed and the discharge has been executed. After that the folders are sent to Washington National Records Center, 4205 Suitland Road, Suitland, MD. 20409

System manager(s) and address:

Director, Naval Council of Personnel Boards, Department of the Navy, 801 North Randolph Street, Arlington, Va. 22203

Notification procedure:

Information may be obtained from the Naval Clemency and Parole Board, Room 905, Ballston Tower 2, 801 North Randolph Street, Arlington Va. 22203.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information contained in the file is obtained from the member or former member or from those acting in their behalf, from confinement facilities, from military commands and offices, from personnel service records and medical records, and from civilian law enforcement agencies or individuals.

Exemptions claimed for the system:

Portions of this system may be exempt under 5 U.S.C. 552a (j)(2) as applicable. For additional information contact the system manager.

N05820-1

System name:

International Legal Hold Files.

System location:

U.S. Naval Legal Offices in a foreign country.

Categories of individuals covered by the system:

Military personnel, members of civilian component and their dependents who have had criminal charges lodged against them in a foreign country.

Categories of records in the system:

Computerized summaries and card files containing copies of legal documents received and filed relative to the case, statements, affidavits, handwritten notes, and other miscellaneous data about the particular case.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

Used by foreign civilian attorneys in representing the accused, by the accused's military advisor in seeking an expeditious settlement of the case; by supervisory personnel in the performance of their official duties when monitoring the legal hold status of the individuals involved.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tape, file folders and file cards.

Retrievability:

Files are retrieved by name and ssn.

Safeguards:

Only personnel in International Law Department are authorized access. Building is kept locked when not occupied.

Retention and disposal:

For computerized and manual records-retain on tape until the final outcome of each case, whether it be by final adjudication or out of court settlement and then destroyed.

System manager(s) and address:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Requester can write to the system manager giving name, rate and service number. Military ID or any standard ID showing applicant's photo shall be sufficient for personal visits.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Foreign judicial system, accused, attorneys representing accused, military legal advisor, Provost Marshal's office, subject's commanding officer, witnesses, and the complainant.

Exemptions claimed for the system:

None.

N05822-1

System name:

Yokusuka Prison Health and Comfort Items.

System location:

Commander Fleet Activities, FPO Seattle 98762

Categories of individuals covered by the system:

Individuals who have been imprisoned under Japanese Law and jurisdiction for various offenses.

Categories of records in the system:

Record of request for, receipt of, and issues to of individuals imprisoned in Yokosuka Prison located in Yokosuka, Japan.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations.

Purpose(s):

Used for billing armed services, other than Navy and Marine Corps, for items of health and comfort issued to their personnel imprisoned. Billing is prepared in accordance with existing interservice support agreements (ISSAS). Additionally, file used to answer complaints in instances where prisoners contend they are not supported properly.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Alphabetically by surname. New individual files instituted with arrival of individual in prison. Previous files retrieved to semi-active for one year and thereafter destroyed without report.

Safeguards:

Files maintained in locked file cabinet in locked office.

Retention and disposal:

Destroyed without report after two years.

System manager(s) and address:

Commander Fleet Activities, FPO Seattle 98762.

Notification procedure:

Requests from individuals should be addressed to the systems manager listed above and provide, as a minimum, the following information: Rank/rate, full name, branch of service, and social security number. Files maintained in logistics with command and requesters may visit this office for review of their files during normal working hours. Proof of identification limited Armed Forces Identification Cards or Passports.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Prison officials.

Exemptions claimed for the system:

None.

N05830-1

System name:

JAG Manual Investigative Records.

System location:

Office of the Judge Advocate General (Code 21), Department of the Navy, 200 Stovall St, Alexandria, Va 22332

Categories of individuals covered by the system:

Any individual who participated in, who was involved in, who incurred an injury, disease, or death in, who was intoxicated (drugs or alcohol) during, before, or after, or who had an interest in any accident, incident, transaction, or situation involving or affecting the Department of the Navy, naval personnel, or any procedure, operation, material, or design involving the Department of the Navy.

Categories of records in the system:

The records contain all documented evidence relevant to the item under investigation, together with an investigating officer's report, which makes findings of fact and expresses opinions and recommendations, the reviewing authority's actions which either approved or modified the investigating officer's report or returned the entire record for further investigation or remedial action to perfect the record, and, the results of hearings afforded persons who incurred injuries and diseases, to allow them to explain or rebut adverse information in the record. The Judge Advocate General's correspondence to locate and obtain required investigations is also included in the record. Some records contain only a field command's explanation as to why investigation is not required, together with documents pertinent to this lack of requirement. Some records contain only an accident, injury, or death report, prepared for the Department of the Navy by the Army, Air Force, Coast Guard, or other agency under reciprocal agreements, in situations where the Navy or Marine Corps could not conduct the investigation.

Authority for maintenance of the system:

Requirement that enlisted men make up time lost due to misconduct or abuse of alcohol or drugs (10 U.S.C. 972(5)); retirement or separation for physical disability (10 U.S.C. 1201-1221); Executive Order 11476, Manual for Court-Martial, par. 133b; Uniform Code of Military Justice, 10 U.S.C. 815, 832, 869, 873, 935, 936, and 938-940; Military Claims Act (10 U.S.C. 2733); Foreign Claims Act (10 U.S.C. 3724, 2734a, 2734b); Emergency payment of claims (10 U.S.C. 2736); Non-scope claims (10 U.S.C. 2737); Duties of Secretary of the Navy (10 U.S.C. 5031); Duties of the Office of the Chief of Naval Operations (10 U.S.C. 5081-5082, 5085-5088); Duties of the Bureaus and Offices of the Department of the Navy and duties of the Judge Advocate General (10 U.S.C. 5131-5153); Duties of the Commandant of the Marine Corps (U.S.C. 5201); Reservist's disability and death benefits (10 U.S.C. 6148); Requirement of exemplary conduct (10 U.S.C. 5947); Promotion of accident and occupational safety by Secretary of the Navy (10 U.S.C. 7205); Admiralty claims (10 U.S.C. 7622-23); Public Vessels Act (46 U.S.C. 781-790); Suits in Admiralty Act (46 U.S.C. 741-752); Admiralty Extension Act (46 U.S.C. 740); Transportation Safety Act (49 U.S.C. 1901); Federal Tort Claims Act (28 U.S.C. 1346, 2671-2680); Financial liability of accountable officers (31 U.S.C. 82, 89-92); Military Personnel and Civilian Employee's Claims Act of 1964, as amended (31 U.S.C. 240243); Federal Claim Collection Acts (31 U.S.C. 71-75, 951-953); Forfeiture of pay for time lost due to incapacitation caused by alcohol or drug use (37 U.S.C. 802); Eligibility for certain veterans benefits (38 U.S.C. 105); Postal claims (39 U.S.C. 712); Medical Care Recovery Act (42 U.S.C. 2651-2653); General authority to maintain records (5 U.S.C. 301); Records management by agency heads (44 U.S.C. 3101).

Purpose(s):

JAG Manual Investigative Records are used internally within the Department of the Navy as basis for evaluating procedures operations, material, and designs with a view to improving the efficiency and safety of the Department of the Navy; determinations concerning status of personnel regarding disability benefits, entitlements to pay during periods of disability, severance pay, retirement pay, increases of pay for longevity, survivors' benefits, and involuntary extensions of enlistments, dates of expiration of active obligated service and accrual of annual leave; determinations concerning relief of accountable personnel from liability for losses of public funds or property; determinations pertaining to disciplinary or punitive action and evaluation of petitions, grievances, and complaints; adjudication, pursuit, or defense of claims for or against the Government; and public information releases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Veterans Administration for use in determinations concerning entitlements to veterans and survivors' benefits.

To Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds.

To the U.S. Government Accounting Office for purposes of determinations concerning relief of accountable personnel from liability for losses of public funds and related fiscal matters.

To agents and authorized representatives of persons involved in the incident, for use in legal or administrative matters.

To contractors for use in connection with settlement, adjudication, or defense of claims by or against the Government, and for use in design and evaluation of products, services, and systems.

To agencies of the Federal, State or local law enforcement authorities, court authorities, administrative authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings and actions.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper documents stapled together (with real evidence, if any, attached) in paper file folders and stored in metal file cabinets, on shelves, and in cardboard boxes.

Retrievability:

Records are filed in calendar year groupings by surname of individual, bureau number of aircraft, name of ship, hull number of unnamed watercraft, or vehicle number of Government vehicles. Incidents are topically cross-referenced.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located are locked outside official working hours.

Retention and disposal:

The records are retained permanently. All naval activities which prepare JAG Manual Investigative Records, or which are intermediate addresses, typically retain duplicate copies in local files for a two-year period.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332

Notification procedure:

Information may be obtained by written request to the system manager. The request must contain the following: (a) An adequate description of the individual about whom the record is retained (e.g., full name, date of birth, etc.); (b) the calendar year to be searched, and the approximate date of the incident which was the subject of the investigation; (c) a signed and notarized statement of the identity of the requester; (d) the present mailing address of the requester, including ZIP code; (e) the present day-time telephone number of the requester, including area code; (f) the request must be signed by the individual. No telephone inquiries will be processed.

Record access procedures:

Requests from individuals for access should be addressed to the system manager. The request must include a signed and notarized statement of identity. Personal visits may be made to: Office of the Judge Advocate General (Code 21), Investigations Division, Room 8S23, Hoffman Bldg II, 200 Stovall Street, Alexandria, Va 22332

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Records of JAG Manual Investigations are compilations of evidence, information, and data concerning the circumstances of incidents, accidents, events, transactions, and situations, prepared by administrative fact-finding bodies for utilization by proper authorities in making determinations, decisions, or evaluations relating to the matters under investigation. Records may contain: (1) Testimony or statements of individuals who are parties to the investigations, witnesses, and others having pertinent knowledge concerning matters under investigation; (2) documentary evidence, typically including records and reports of military or Federal, State, or foreign, civilian law-enforcement investigative, judicial, or corrections authorities; medical records and reports, investigations and accident and injury reports prepared by Federal, State, or foreign governmental agencies or other organizations or persons; court records and other public records; official logs and other official naval records; letters and correspondence; personnel, pay, and medical records; financial records, receipts, and cost estimates; publications, and other pertinent documents and writings; (3) pertinent real evidence; and (4) pertinent demonstrative .

Exemptions claimed for the system:

None.

N05861-1

System name:

Private Relief Legislation.

System location:

Office of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

Categories of individuals covered by the system:

Individuals concerning whom private legislation is introduced in the U.S. Congress.

Categories of records in the system:

Letters to Congressional Committees, expressing the views of the department concerning the legislation and records necessary to prepare the letters.

Authority for maintenance of the system:

5 U.S.C. 301; Departmental Regulations.

Purpose(s):

To prepare for Congress the position of the Department concerning proposed legislation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To members of Congress to provide the Navy position on proposed legislation.

To officials and employees of the Office of Management and Budget to clear the Navy position on proposed legislation.

To other executive agencies who would have an interest in the Navy's position on the proposed legislation and/or the Navy's position would impact on that agency.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Access generally limited to personnel of the Office of Legislative Affairs. Stored in a locked office.

Retention and disposal:

Retained for at least 6 years or as long as the legislation is active if more than 6 years and then moved to Federal Records Center, GSA Accession Section, Washington, D.C. 20409

System manager(s) and address:

Chief of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

Notification procedure:

System manager; full name, term and session of Congress when bill introduced, bill number, sponsor of bill (if available); Office of Legislative Affairs, Department of the Navy, Pentagon, Washington, D.C. driver's license or similar substitute.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Member of Congress; individual about whom file is maintained and individuals from whom he solicits information; other Navy, Marine Corps, and DOD components; OMB; and other interested executive agencies.

Exemptions claimed for the system:

None.

N05870-1

System name:

Patent, Invention, Trademark, Copyright and Royalty Files.

System location:

Office of Naval Research, 800 North Quincy Street, Arlington, VA, 22217

Categories of individuals covered by the system:

Inventors and patent owners of inventions in which Government has an interest or which Department of the Navy has evaluated; copyright owners of works in which Government has an interest; and claimants or parties in administrative proceedings or litigation with the Government involving patents, copyrights or trademarks.

Categories of records in the system:

Invention disclosures; disposition of rights in inventions of Government employees; patent applications and patented files; patent licenses and assignments; patent secrecy orders; copyright licenses and assignments; patent and copyright royalty matters; administrative claims and litigation with the Government involving patents, copyrights and trademarks including private relief legislation involving these matters; and documents and correspondence relating to the foregoing.

Authority for maintenance of the system:

10 USC 5151.

Purpose(s):

Used by Navy patent personnel to determine rights of the Government and employees in employee inventions; to file and prosecute patent applications; to publish invention disclosures for public information and defensive purposes; to provide evidence and record of Government interest in or under patents or applications for patents; to provide evidence and record of patent and copyright licensing and assignment; to determine action or recommended action regarding disposition of claims or litigation; and to recommend Government employee incentive awards. Used by other Navy/Marine Corps commands to determine Government interest in inventions; to permit utilization of inventions; and to support employee incentive awards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the U.S. Patent and Trademark Office to determine respective rights of the Government and employee-inventors and to evidence legal interests in patent and copyright licenses and assignments; and for the prosecution of patent applications.

To the Commissioner of Patents and Trademarks to administer Patent Secrecy responsibilities.

To the Federal Council for Science and Technology as a source of statistical data for an annual report on Government patent policy.

To appropriate foreign government offices for prosecution of patent applications.

To officials and employees of the U.S. Copyright Office to evidence legal interests in patent and copyright licenses and assignments.

To the National Technical Information Service for publication of inventions available for licensing; non-governmental personnel (including contractors and prospective contractors) having an identified interest in particular inventions and Government rights therein, in infringement of particular patents or copyright, or in allowance of royalties on contracts.

To the Congress in the form of reports on particular bills for private relief and reports of action on Congressional and constituent requests.

To government agencies involved in claims or litigation, including the Department of Justice, who have access to prosecute and defend cases.

To all government agencies who have access to license records.

To parties involved in particular licensing arrangements who have access to specific files involved.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card files.

Retrievability:

Subject matter; Navy patent case number; name of inventor, patentee, copyright owner, claimant or correspondent.

Safeguards:

Maintained in safes and file cabinets in controlled spaces accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Maintained indefinitely but records are transferred to Federal Records Center two years after completed action on case to which record relates.

System manager(s) and address:

Assistant Chief for Patents, Code 300, Office of Naval Research, Arlington, VA, 22217

Notification procedure:

Direct information requests to system manager.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information obtained from individual inventor, patent or copyright owner, claimant, licensor or licensee, or from U.S. Patent and Trademark Office, or from U.S. Copyright Office. Information on Government employee-inventors or copyright owners may be obtained from Government personnel records and from Government supervisors.

Exemptions claimed for the system:

None.

N05880-2

System name:

Admiralty Claims Files.

System location:

Office of the Judge Advocate General; Office of the Commander-in-Chief, United States Naval Forces, Europe; Office of the Commander, Sixth Fleet; and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Public Vessels Act and the Suits in Admiralty Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of the Navy directory of mailing addresses.

Categories of individuals covered by the system:

All individuals who have asserted claims or instituted suits under the Public Vessels Act and Suits in Admiralty Act against the Department of the Navy in the name of the United States and all individuals who have instituted suits against third parties who have impleaded the Department of the Navy in the name of the United States.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

Authority for maintenance of the system:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301, 44 U.S.C. 3101

Purpose(s):

Used in the administrative evaluation and settlement of admiralty claims asserted against the Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Justice to defend civil maritime suits brought against the U.S.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices.

Retrievability:

Filed alphabetically by name of claimant.

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

Retention and disposal:

Records are retained in active files until each claim is settled or litigation resulting therefrom has been concluded. Thereafter, the files are maintained within the office for two years and then retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

The sources of information contained in the files include the following: X-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports; witnesses; and correspondence from claimants and their representatives.

Exemptions claimed for the system:

None.

NO5890-1

System name:

Claims Information System.

System location:

Primary location: Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400."

Secondary locations: Federal Tort Claims Files and Military Claims Files: Offices of the Commandants of the Naval Districts, Naval Legal Service Offices and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, MD. Local commands, with which claims under the Federal Tort Claims Act or Military Claims Act are initially filed, typically retain copies of such claims and accompanying files.

Affirmative Claims Files: Offices of the Commandants of the Naval Districts; Naval Legal Service Offices and Branch Offices of the Officers in Charge of U.S. Sending State Offices; overseas commands a Navy or Marine Corps judge advocate attached; the Federal Records Center, Suitland, MD; and such other offices or officers as may be designated by the Judge Advocate General.

Foreign Claims Files: United States Sending State Office for Italy; United States Sending Office for Australia; Naval Missions (including the office of the naval section of military missions); Military Assistance Advisory Groups (including the Office of Chiefs, Naval Section, Military Assistance Advisory Groups); Office of the Naval Advisory to Argentina; naval attaches; any command which has appointed a Foreign Claims Commission; and, the Federal Records Center, Suitland, MD. Local commands, with which claims under the Foreign Claims Act are initially filed and which do not have or choose to appoint a Foreign Claims Commission, typically retain copies of such claims and accompanying files.

Nonscope Claims Files: Naval Legal Service Offices and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, MD. Local commands, with which claims under the "Nonscope" Claims Act are initially filed, typically retain copies of such claims and accompanying files.

Military and Civilian Employees' Claims Files: Naval Legal Service Offices; Offices of the Commandants of the Naval Districts; Naval Legal Service Branch Offices; the Federal Records Center, Suitland, MD; naval activities where there are officers specifically designated by the Judge Advocate General to adjudicate personnel claims.

U.S. Postal Service Indemnity Claims Files: Federal Records Center, Suitland, MD 20409.

Categories of individuals covered by the system:

All individuals who have filed claims against the Department of the Navy under the Federal Tort Claims Act, the Foreign Claims Act, Military Claims Act, the "Nonscope" Claims Act, or Military and Civilian Employees' Claims Act. All individuals who have filed claims with the U.S. Postal Service for loss or damage to mailed matter, and which claims have been paid by the U.S. Postal Service and thereafter forwarded for reimbursement by the Department of the Navy pursuant to 39 U.S.C. 406, 2601. All individuals against whom the Navy has claims sounding in tort, and all individuals who are in the military or are dependants of military members and have been provided medical care by a Naval medical facility for injuries resulting from such tortious conduct. All command carriers against whom recovery has been sought by the Department of the Navy. Any medical personnel involved in medical malpractice claims against the Department of the Navy.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, medical and dental records, x-rays, allied reports (such as police and U.S. Postal Service investigations), photographs, drawings, legal research and memoranda, opinions of experts and others, court documents, reports of injuries to individuals entitled to care at Navy expense, reports of damage to Navy property, statements of charges for medical and dental treatment, copies of orders, copies of insurance policies, government bills of lading, copies of powers of attorney, estimates of loss or damage, inventories, demands on carriers for reimbursement, substantiating documents.

Authority for maintenance of the system:

Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680); 32 CFR 750.30-750.49; Medical Care Recovery Act (42 U.S.C. 2651-2653); Federal Claims Collection Act (31 U.S.C. 3701, 3711, 3716-3719); 32 CFR 757.1-757.21; Foreign Claims Act (10 U.S.C. 2734); Military Claims Act (10 U.S.C. 2733); 32 CFR 750.50-750.59; "Nonscope" Claims Act (10 U.S.C. 2737); 32 CFR 750.60-750.69; Military and Civilian Employees Claims Act (31 U.S.C. 3701, 3721); 32 CFR 751.0-751.3; 10 U.S.C. 1552; 39 U.S.C. 406, 2601; 5 U.S.C. 301; 44 U.S.C. 3101; and 31 U.S.C. 3729.

Purpose(s):

To manage, evaluate, and process claims both for and against the Department of the Navy for purposes of adjudication, collection and litigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For Federal Tort Claims Files and Military Claims Files: To the claimant or his authorized representative for those claims for which payment is determined proper. To third parties in those cases in which they indemnify the U.S. Government or to verify claims. To officials and employees of the Department of Treasury for those claims for which payment is determined proper.

For Affirmative Claims Files: To insurance companies to support claims by documenting injuries or diseases for which treatment was provided at government expense. To civilian attorneys representing injured parties and the government's interests.

For Foreign Claims Files: The files or portions thereof may be furnished to the claimant or his authorized representatives.

For those claims for which payment is determined proper, the files or portions thereof may be provided to the Department of the Treasury.

For Nonscope Claims Files: To officials and employees of the Department of Justice to defend unauthorized suits brought against the U.S. under the Military Personnel and Civilian Employees' Claims Act.

To the claimant or his/her authorized representative.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices. Some records are also maintained on magnetic disc, magnetic tape, or otherwise within a computer system.

Retrievability:

Filed alphabetically by name of claimant or by a locally assigned claim number. Additionally, Military Personnel and Civilian Employees' Claims Act files may be filed alphabetically by name of common carrier, warehousemen, contractors, and insurers.

Safeguards:

Documents and computer disks are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours. Password access is restricted to those personnel with a need-to-know. The office space in which the file cabinets and storage devices are located is locked and guarded outside official working hours.

Retention and disposal:

Records are maintained permanently. Typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, MD, three years after disposition of the case.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400. The request should contain full name and address of the individual concerned and must be signed. Visitors should be able to identify themselves by any commonly recognized evidence of identity.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, VA 22332-2400.

Contesting record procedures:

The Department of the Navy rules for accessing rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

The sources of information contained in the files include the following: X-rays and medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and civilian police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their insurance companies, state commissions, United States Attorneys, and various other Government agencies with information concerning the claim; line of duty investigations; commercial credit and asset reports; questionnaires completed by accident victims; statements of charges from civilian and military doctors and medical facilities; information provided by the claimant; investigative reports from personal property offices; investigative reports from a military member's command or an investigative agency; information contributed from commercial carriers; substantiating documents; allied reports (such as U.S. Postal Service investigative reports); legal memoranda.

Exemptions claimed for the system:

None.

N05890-8

System name:

NAVSEA Radiation Injury Claim Records.

System location:

Naval Sea Systems Command Code 08, Washington, D.C. 20362

Categories of individuals covered by the system:

Individuals employed by the Navy and Navy contractors who have alleged radiation injury from radiation exposure associated with Naval Nuclear Propulsion plants.

Categories of records in the system:

Excerpts from personnel medical records, Navy field organization and Navy contractor work histories and Navy and Labor Department correspondence.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations.

Purpose(s):

Technical evaluation of radiation injury compensation claims by NAVSEA Radiological Control Managers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Alphabetical by name.

Safeguards:

Locked in safe and specific permission of custodian.

Retention and disposal:

Indefinitely.

System manager(s) and address:

Naval Sea Systems Command Code 08, Washington, D.C. 20362

Notification procedure:

Contact System Manager; provide name, organization where employed at time of alleged injury and supporting evidence.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Personnel medical records and Navy and contractor work histories.

Exemptions claimed for the system:

None.

N05891-1

System name:

Litigation Case File.

System location:

Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

All individuals who may institute or have instituted litigation concerning matters under the cognizance of the Department of the Navy excepting those cases arising: (1) In admiralty, (2) under the Federal Tort Claims Act, and from matters under the cognizance of the General Counsel's Office.

Categories of records in the system:

All records, correspondence, pleadings, documents, memoranda, and notes relating to the litigation or anticipated litigation.

Authority for maintenance of the system:

5 U.S.C. 301, 10 U.S.C. 5148, and 44 U.S.C. 3101.

Purpose(s):

To represent the Department of the Navy and cognizant officials in litigation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To U.S. Attorney's, litigants and other parties in litigation.

To Federal and state courts to whom and which information may be provided.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Retrievable by last name of the litigant or anticipated litigant.

Safeguards:

Records are maintained in file cabinets accessible only to persons responsible for servicing the record system in performing their official duties.

Retention and disposal:

Generally retained in office files for four years after final action, then destroyed. Specially designated files are retained for longer periods.

System manager(s) and address:

Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Access is not permitted to this system. See 5 U.S.C. 552a (d)(5).

Contesting record procedures:

The Navy's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

From all sources with information which may impact upon actual or anticipated litigation, e.g., other record systems within DON, DOD, and other agencies and departments of the Federal Government, particularly the Department of Justice; state and local governments and law enforcement agencies; counsel and parties in litigation; third parties who provide information voluntarily or in response to discovery, etc.

Exemptions claimed for the system: None.

N06150-1

System name:

Medical Department Professional/Technical Personnel Development.

System location:

Naval Medical Command, Navy Department, Washington, DC 20372-5120; individual's duty station or reserve unit (see Directory of the Department of the Navy Mailing Addresses); Military Sealift Command, Navy Department, Washington, DC 20390; National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, Missouri 63132; National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago St., St. Louis, MO 63118; Naval Medical Command managed education and training activities (see Directory of Department of the Navy Mailing Addresses); various colleges and universities affiliated with COMNAVMEDCOM managed education and training activities.

Categories of individuals covered by the system:

Navy (military and civilian) health care personnel; applciants to student status in Navy Aerospace Medicine, Navy Aerospace Physiology and Navy Aerospace Experimental Psychology; Navy (military and civilian) personnel qualified as divers or involved in other professional/specialty/technical training; Navy (military and civilian) personnel exposed to occupational/environmental hazards; distinguished/noted civilian physicians employed by the Navy in capacity of lecturer/consultant.

Categories of records in the system:

Personnel records, including demographic, medical, and personal data, records of disciplinary, administrative, and credentialing, and punitive actions, curricula vitae of both active-duty and civilian lecturers/consultants.

Authority for maintenance of the system:

Title 10, 5 U.S.C. 301; Title 10, CFR part 20, Standards for Protection Against Radiation.

Purpose(s):

To manage the Naval Medical Command's management of health care personnel, including education and training activities; procurement; assignments planning; professional/specialty/technical training; credentialing; promotional decisions; career development planning; evaluation of candidates for position of lecturer/consultant; mobilization, planning, and verification of reserve service; surgical team contingency planning.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information of adversed actions, including administrative or disciplinary actions or revocations of health care providers' clinical credentials may be disseminated to the various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and facilities.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records stored on disc, tape, punched cards, and machine listings. Manual records stored in card files and folders in filing cabinets.

Retrievability:

Manual records retrieved by full name, SSN, file numbers, program title or locator card. Automated records retrieved by key to any data field.

Safeguards:

Records maintained in monitored or controlled access rooms or areas; public access to the records is not permitted; computer hardware is located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in the performance of their duties. Buildings/rooms locked outside regular working hours.

Retention and disposal:

Medical Department personnel professional development and training records; Headquarters, COMNAVMEDCOM records--retained at COMNAVMEDCOM for duration of member's service, then retired to NPRC, St. Louis for 10 year retention; COMNAVMEDCON field activities--retained 5 years, then destroyed.

Radiation exposure records; personnel exceeding exposure limits--retained at COMNAVMEDCOM 50 years, then destroyed; all others--retained 5 years, then destroyed.

Surgical support team records; Headquarters, COMNAVMEDCOM--destroyed upon termination of active duty service; COMNAVMEDCOM field activities--destroyed upon termination of duty at the Medical Department facitity.

Curricular vitae of lecturers/consultants--destroyed upon termination of status at the Medical Department facility.

System manager(s) and address:

Commander, Naval Medical Command, Navy Department, Washington, DC 20372-5120; Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, Missouri 63132; Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, Missouri 63118; Commanding Officers of naval activities, ships and stations.

Notification procedure:

Offices where requester may visit to obtain information of records pertaining to the individual: Potomac Annex, 23rd and E Streets, NW, Washington, DC 20372-5120; Navy medical centers and hospitals; other Navy health care facilities; and COMNAVMEDCOM managed education and training facilities.

The individual should present proof of identification such as an I.D. Card, driver's license, or other type of identification bearing signature and photograph.

Written requests may be addressed as follows:

Active duty Navy members or civilian employees presently working for the Navy should address requests to the Commanding Officer of the Facility or ship where they are stationed or employed.

Former members of the Navy should address requests to the Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, Missouri 63132.

Former civilian employees of the Navy should address requests to the Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118.

All written requests should contain full name, rank, SSN, file number (if any) and designator.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Military headquarters, offices and commands; education institutions at training hospitals; boards, colleges and associations of professional licensure and medical specialties; personnel records; information submitted by the individual; automated system interface.

Exemptions claimed for the system:

None.

N06150-2

System name:

Health Care Record System.

System location:

Military outpatient health (medical and dental) records of active duty individuals are retained at the member's medical or dental treatment facility. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. Military outpatient health (medical and dental) records of current reservists are retained by the member's command.

Military outpatient health (medical and dental) records of retired and separated individuals are retained at the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132-5100; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, LA 70149-7800; Marine Corps Reserve Support Center, 10950 El Monte, Overland Park, KS 66211-1408; Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120; or Headquarters Marine Corps, Navy Department, Washington, DC 20380-0001.

Inpatient health records are retained at the originating naval medical treatment facility. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. Veterans Administration Hospitals; other medical treatment facilities; National Personnel Records Center (Military), 9700 Page Avenue, St. Louis, MO 63132-5100; National Personnel Records Center, (Civilian), 111 Winnebago Street, St. Louis, MO 63118; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, LA 70149-7800; Marine Corps Reserve Support Center, 10950 El Monte, Overland Park, KS 66211-1408; Medical Director, American Red Cross, Washington, DC 20226; Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120; or, Headquarters, U.S. Marine Corps, Navy Department, Washington, DC 20380-0001.

Outpatient health (medical and dental) treatment records of civilians are retained at the originating naval medical or dental treatment facility. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. Other medical treatment facilities: National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100; National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118; Medical Director, American Red Cross, Washington, DC 20226; Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120; or Headquarters, U.S. Marine Corps, Navy Department, Washington, DC 20380-0001.

Secondary health records may be retained separate from the health record by individual departments at naval medical or dental treatment facility.

Subsidiary records are retained by individual departments within medical or dental treatment facilities or located at Naval Medical Data Services Center, Bethesda, MD 20814-5066; Regional Data Service Centers; Naval Environmental Health Center, Norfolk, VA 23511-6695; and, other approved locations for compiling data and conducting research studies.

Categories of individuals covered by the system:

Navy and Marine Corps personnel, other military personnel, dependents, retired and separated military personnel and dependents, civilian employees, Red Cross personnel, foreign personnel, VA beneficiaries, humanitarian patients, and all other individuals who receive treatment at a Navy medical or dental treatment facility.

Categories of records in the system:

Outpatient and inpatient health (medical and dental) records contain forms documenting care and treatment. These records contain patient and sponsor demographic data. Medical record documentation conforms with Joint Commission on the Accreditation of Health Organization standards.

Secondary health records contain forms documenting care and treatment at specific departments of clinics.

Subsidiary health records contain information from individual health records and supporting documentation. Examples are x-ray files; electroencephalogram tracing files; laboratory files; pharmacy files; nursing care plans; medication and treatment cards; stat/daily orders; patient intake and output forms; ward reports; day books; nursing service reports; pathology and clinical laboratory reports; tumor registries; autopsy reports; laboratory information system (LABIS); blood transfusion reaction records; blood donor and blood donor center records; pharmacy records; surgery records; vision records and reports; communicable disease case files, statistics, and reports; occupational health, industrial hygiene, and environmental control records, statistics, and reports; including data concerning periodic and total lifetime accumulated exposure to occupational/environmental hazards; emergency room and sick call logs; family advocacy case files, statistics, reports, and registers; psychiatric workload statistics and unit evaluations; gynecology malignancy data, etc.

Aviation physical examinations and evaluation case files contain medical records documenting fitness for admission or retention in aviation programs.

Marine Security Guard Battalion psychological examination, evaluation, and treatment case files contain medical records documenting suitability for assignment as Embassy Guards.

Authority for maintenance of the system:

10 U.S.C. 5131 (as amended); 10 U.S.C. 5132; 44 U.S.C. 3101; 5 U.S.C. 301; 10 CFR part 20, Standards for Protection Against Radiation, and E.O. 9397.

Purpose(s):

This system is used by officials, employees and contractors of the Department of the Navy (and members of the National Red Cross in naval medical treatment facilities) in the performance of their official duties relating to the health and medical treatment of Navy and Marine Corps members; physical and psychological qualifications and suitability of candidates for various programs; personnel assignment; law enforcement; dental readiness; claims and appeals before the Council of Personnel Boards, and the Board for Correction of Naval Records; member's physical fitness for continued naval service; litigation involving medical care; performance of research studies and compilation of statistical data; implementation of preventive medicine programs and occupational health surveillance programs; implementation of communicable disease control programs; and management of the Bureau of Medicine and Surgery's Radiation program and to report data concerning individual's exposure to radiation.

This system is also used for the initiation and processing, including litigation, of affirmative claims against potential third party payors.

This system is used by officials and employees of other components of the Department of Defense in the performance of their official duties relating to the health and medical treatment of those individuals covered by this record system; physical and psychological qualifications and suitability of candidates for various programs; and, the performance of research studies and compilation of medical data.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans' claims and in providing medical care to Navy and Marine Corps members.

To officials and employees of other departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to review of the physical qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies.

To private organizations (including educational institutions) and individuals for authorized health research in the interest of the Federal Government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of the National Research Council in cooperative studies of the National History of Disease.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to public health and welfare, communicable disease control, preventive medicine, child and spouse abuse prevention and public safety.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consult with the hospital or regional judge advocate is advised.

To spouses of service members (including reservists) who are infected with the Human Immunodeficiency Virus. This release will be limited to HIV positivity information. Procedures for informing spouses will be published by the Director, Naval Medicine and must be used.

To military and civilian physicians to further the medical care and treatment of the patient.

To release radiation data per 10 CFR part 20.

When required by federal statute, by executive order, or by treaty, medical record information will be disclosed to the individual, organization, or government agency, as necessary.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Note: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-3 and 290ee-3. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The Department of the Navy's "Blanket Routine Uses" do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary, secondary, and subsidiary medical health records are stored in file folders, microform, on magnetic tape, punched cards, machine listings, discs, and other computerized or machine readable media.

Retrievability:

Military health (medical and dental) treatment records are filed and maintained by the last four digits of the military member's Social Security Number, the member's last name, or the member's social security number. A locator case file cross-references the patient's name with the location of his/her record.

Inpatient (clinical) health records are filed and maintained by the last four digits of the sponsor's social security number or a register number. A manual or automatic register of patients is kept at each Navy medical treatment facility. The location of the file can be determined by a seven-digit register number or the patient's name.

Outpatient (medical and dental) health records of dependents filed and maintained by the sponsor's social security number or date of birth, relationship to the sponsor, and name. A locator case file cross-references the patient's name with the location of his/her record.

Treatment records retired to a Federal Records Center prior to 1971 are retrieved by the name and service number or file number. After that date, records are retrieved by name and Social Security Number.

Aviation medical records are filed and maintained by Social Security Number and name.

Marine Security Guard Battalion psychological examination, evaluation, and treatment case files contain medical records documenting fitness for assignment as Embassy Guards and are filed and maintained by social security number and name. Subsidiary health care records may or may not be identified by patient identifier. When they are, they may be retrieved by name and Social Security Number.

Safeguards:

Records are maintained in various kinds of filing equipment in specific monitored or controlled access rooms or areas; public access is not permitted. Computer terminals are located in supervised areas. Access is controlled by password or other user code system. Utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in providing further medical care or in support of administrative/clerical functions. Records are controlled by a charge-out system to clinical and other authorized personnel.

Retention and disposal:

Health care records are retained, retired, and disposed of in accordance with Secretary of the Navy Instruction 5215.5 (Disposal of Navy Marine Corps Records) and Naval Medical Command Instruction 6150.1 (Health Care Treatment Records). Specifics are given below:

Military health (medical and dental) records, are transferred with the member upon permanent change of duty station to his/her new duty station. These records are retired to the National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, LA 70149-7800; and, Marine Corps Reserve Support Center, 10950 El Monte, Overland Park, KS 66211-1408.

Inpatient health records are transferred to the National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100 or to the National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO two years after the calendar year of the last date of treatment.

Outpatient health of civilians are transferred to the National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100 or to the National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO, two years after the calendar year of the last date of treatment.

X-ray files are retained on site and destroyed three years after the last x-ray in the file. Asbestos x-rays are retained on site indefinitely.

Secondary health records may be retained separate from the health record. A notation is made in the health record that these records exist and where they are being kept. When the health record is retired or the patient transfers, these records should be entered in the health record.

Aviation medical records are retained on board and destroyed when 30 years old.

Marine Security Guard Battalion psychological examination, evaluation, and treatment case files containing medical records documenting fitness for assignment as Embassy Guards are retained on board and destroyed after 50 years.

Clinical psychology case files documenting suitability for special assignment will be retained at the originating medical treatment facility and destroyed when 50 years old.

Radiation exposure records for personnel exceeding exposure limits are retained at Bureau of Medicine and Surgery for 50 years, then destroyed; all others are retained 5 years, then destroyed.

System manager(s) and address:

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120 and commanding officers of hospitals and medical and dental clinics. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Notification procedure:

Active duty Navy and Marine Corps personnel and drilling members of the Navy and Marine Corps Reserves seeking to determine whether this system of records contains information about themselves should address written inquiries to the originating medical or dental treatment facility. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Inactive Naval Reservists should address requests for information to the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, LA 70149-7800. Marine Reservist's should address requests for information to Marine Corps Reserve Support Center, 10950 El Monte, Overland Park, KS 66211-1408.

Former members who have no further reserve or active duty obligations should address requests for information to the Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100.

All written requests should contain the full name and social security number of the individual, his/her signature, and in those cases where his/her period of service ended before 1971, his/her service or file number. In requesting records for personnel who served before 1964, information provided to the National Personnel Records Center should also include date and place of birth and dates of periods of active Naval service.

Records may be requested in person. Proof of identification will consist of the Armed Forces Identification Card or by other types of identification bearing picture and signature.

Requests for inpatient records within two years of inpatient stay should be addressed to the Commanding Officer of the hospital where the individual was treated.

Requests for inpatient records after two years after inpatient stay should be addressed to Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118 or Director, National Personnel Records Center, (Military Personnel Records), 9700 Page Avenue, St. Louis, MO 63132-5100.

Requests for subsidiary medical records should be addressed to the Commanding Officer of the originating medical or dental treatment center.

The following data should be provided: Full name, social security number, status, date(s) of treatment or period of hospitalization, address at time of medical treatment, and service number.

Full name, date, and place of birth, ID card or driver's license, or other identification to sufficiently identify the individual with the medical records held by the treatment facility must be presented.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the originating medical or dental treatment facility or to the officials listed above under "Notification procedure". Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Reports from attending and previous physicians and other medical personnel regarding the results of physical, dental, and mental examinations, treatment, evaluation, consultation, laboratory, x-ray, and special studies conducted to provide health care to the individual or to determine the individual's physical and dental qualification.

Exemptions claimed for the system:

None.

N06150-3

System name:

Naval Health/Dental Research Center Data File.

System location:

Naval Medical Research and Development Command, Naval Medical Research Institute and/or Naval Dental Research Institute to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

For medical: Navy and Marine Corps personnel on active duty since 1960 to date. Civilians taking part in Operation Deep Freeze, 1964 to date. For dental: Navy and Marine Corps personnel on active duty since 1967 to date.

Categories of records in the system:

Extracts of information from official medical/dental and personnel records, results of dental examinations conducted by staff research scientists, as well as information dealing with biographical, attitudes, and questions relating to medical and dental health patterns during active service or prior to active duty.

Authority for maintenance of the system:

10 USC 5031

Purpose(s):

To research, monitor and analyze the types and frequency of medical and dental diseases and illnesses in Navy and Marine Corps personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Files are maintained on magnetic tape, flexible and hard disks, paper files, punch cards and optically marked cards.

Retrievability:

Retrievability is by Social Security number or service number as appropriate for military and former military personnel. Civilians are by name only.

Safeguards:

Access is restricted to personnel having a need to work with the research data stored. Access is controlled by password for health records stored on magnetic tape. Computerized dental research records contain ID numbers that can be matched to SSN's on code sheets maintained by research personnel.

Retention and disposal:

Research records are permanent. They are maintained for five years at the activity performing the research and then retired to the Federal Records Center, St. Louis, Missouri.

System manager(s) and address:

Commanding Officer of the activity in question (see Directory of Department of the Navy Mailing Addresses).

Notification procedure:

Navy and Marine Corps personnel and former serving members must provide a social security number or service number as appropriate, give the branch of service, and years of active duty. Civilians in Operation Deep Freeze must identify themselves by full name and the year in which they wintered over.

Record access procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is derived from (a) Medical Treatment Record Systems, including medical, dental, health records, inpatient treatment records and outpatient treatment records, (b) Personnel Records System and Personnel Rehabilitation Support System, (c) Enlisted Master File, (d) information provided by the members themselves on a volunteer basis in response to specific research questionnaires and forms, and (e) information provided by the members' peers and superiors.

Exemptions claimed for the system:

None.

N06310-1

System name:

Personal injury and illness reports on civilian and govt-service seaman employed on MSC ships.

System location:

Office of the Judge Advocate General (Code 11), Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Categories of individuals covered by the system:

Injured civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators for service on board MSC ships.

Categories of records in the system:

System consists of preliminary personal injury and illness reports on civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators.

Authority for maintenance of the system:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

Purpose(s):

To evaluate and settle subsequently submitted admiralty claims asserted against the Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Department of Justice for defense of civil maritime suits brought against the U.S. The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets.

Retrievability:

Filed by name of injured seaman listed under each particular MSC ship by date of injury.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Reports are maintained in personal injury report file folders for a period of two years from the date of particular injury or illness and are, thereafter, destroyed at the local office level.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332.

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing determinations may be obtained may be obtained from the system manager.

Record source categories:

Masters of Military Sealift Command ships; witnesses; medical and dental forms; and investigative reports.

Exemptions claimed for the system:

None.

NO6320-1

System name:

Health Care Accounts and Insurance Information.

System location:

Primary System—Commander, Naval Medical Command, Navy Department, Washington, DC 20372-5120. Decentralized Segments—Naval Hospitals and Medical Clinics which provide services or perform work giving rise to such accounts receivable. (See directory of Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Any individual receiving health care treatment or examination services funded by the Navy Medical Department. Coverage also includes sponsors and other persons responsible for the debts of such persons.

Categories of records in the system:

Individual's name and SSN, sponsor's SSN, if applicable, paygrade, branch of service of service, duty station address, account number, activity performing service, patient's insurance information, civilian employer, patient category, time and dates of service, units of service, physicians' and hospitals' statements of service a total charges for treatment including interest, administrative and penalty charges, payment receipts, admission documents, correspondence relating to collection attempts to ascertain eligibility status, patient category, and third party insurer liability, records of payment received and outstanding balances, letter reports of uncollectible accounts receivable, records suspending or terminating collection action or effecting compromise settlement agreements, and requests for recovery of CHAMPUS funds and substantiating documents.

Authority for maintenance of the system:

31 USC 191-195, 227, and 952 (also known as the Federal Claims Collection Act of 1966); 10 USC 1078-79 and 1095; 37 USC 702, 705, and 1007; and E.O. 9397.

Purpose(s):

To identify and facilitate payment of amounts owed the U.S. Users of the information include Naval Medical Command personnel who are directly involved in processing payments or billings of patient accounts. The information is used to determine amounts owed, methods to be employed to effect recovery, whether or not the claim can be compromised or collection action thereon terminated or suspended, to determine amounts owed by third party health insurers, and to collect charges for utility bills and other miscellaneous items. File may be forwarded to the Naval Investigative Service for investigation or to any component of DOD, as needed, in the performance of their duties related to same.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Disclosure to consumer reporting agencies:

Disclosure may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records stored on disc, tape, punched cards, and machine listings. Manual records stored on index cards (3 in. x 5 in.) in card files and in file folders and reading files.

Retrievability:

Automated records are retrieved by either a query or a request for a standard report. Data may be indexed by any data element although the primary search keys are name and SSN. Paper records are filed alphabetically by last name of debtor.

Safeguards:

Access to the automated system requires user account number and password sign on. Access to the paper records and/or terminals are limited to authorized personnel that are properly screened and trained. Office space where records and/or terminals are located is locked after official working hours.

Retention and disposal:

Records are retained in active file until collection action has been completed, compromised, suspended, or terminated. They are held in inactive file until statute of limitations has run and then destroyed.

System manager(s) and address:

Commander, Naval Medical Command, Navy Department, Washington, DC 20372-5120 and Commanding Officers of Medical Treatment Facilities under the Command of the Commander, Naval Medical Command.

Notification procedure:

Information may be obtained from the Commander, Naval Medical Command and Commanding Officers of Medical Treatment Facilities under the Command of the Commander, Naval Medical Command. Requests should provide the full name of the patient and sponsor, the military or dependency status of the patient and sponsor, and the location and approximate dates of treatment or examination. Driver's license and/or military ID card will be considered adequate proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Automated patient administration system records produced at Medical Treatment Facilities include but are not limited to Inpatient Admission/Disposition Records, NAVMEDCOM 6300/5; Report of Treatment Furnished Pay Patients-Hospitalization/Outpatient Treatment Furnished, DOD 7/7A, Part A/B. Other record source categories are: OCHAMPUS, Denver; U.S. Postal Service; Military Locator Service; State Departments of Motor Vehicles; any component of the DOD; the Department of Justice, the General Accounting Office, retail credit associations, financial institutions, current or previous employers, educational institutions, trade associations, automated system interfaces, local law enforcement agencies, the Department of Health and Human Services, the Internal Revenue Service, and the Office of Personnel Management.

Exemptions claimed for the system:

None.

NO6320-2

System name:

Family Advocacy Program System.

System location:

Central Registry: Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120.

Individual Case Files: Naval medical treatment facilities and duty stations of the military sponsors. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Categories of individuals covered by the system:

All beneficiaries entitled to care at Navy medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities, and all persons reported for abusing or neglecting such beneficiaries.

Categories of records in the system:

Medical records, investigative reports, correspondence, family advocacy, committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to suspected, at risk, and confirmed cases of family members abuse or neglect.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 5132; 44 U.S.C. 3101; and E.O. 9397.

Purpose(s):

This system is used by officials and employees of the Department of the Navy and the Department of Defense in the performance of their official duties relative to the health and medical treatment of Department of Defense beneficiaries in naval medical and dental facilities.

This system is used by officials and employees of the Department of the Navy to collect information pertaining to the identification, evaluation, intervention, treatment, prevention and follow-up of victims and perpetrators of abuse or neglect.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Executive Branch of government in the performance of their official duties relating to the coordination of family advocacy programs, medical care, and research concerning family member abuse or neglect.

To federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

To authorized officials and employees of the National Academy of Sciences, and private and public organizations and individuals for authorized health research in the interest of the federal government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies.

To officials and employees of federal, state, and local governments and agencies when required by law and/or regulation in furtherance of local communicable disease control, family abuse prevention programs, preventive medicine and safety programs, and other public health and welfare programs.

To officials and employees of local and state governments and agencies in the performance of their official duties relating to professional certification, licensing, and accreditation of health care providers.

To law enforcement officials to protect the life and welfare of third parties. This release will be limited to necessary information. Consultation with the hospital or regional judge advocate is advised.

When required by federal statute, by executive order, or by treaty, information will be disclosed to the individual, organization, or government agency, as necessary.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Note: Records of identity, diagnosis, prognosis or treatment of any client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-3 and 290ee-3. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. "Blanket Routine Uses" do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored in file folders, microfilm, magnetic tape, punched cards, machine lists, discs, and other computerized or machine readable media.

Retrievability:

Records are retrieved through indices and cross indices of all individuals and relevant incident data. Types of indices used include, but are not limited to: names, Social Security Numbers, and types of incidents.

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis, only.

Computer terminals are located in supervised areas, with access controlled by password or other user code system.

Retention and disposal:

Family advocacy case records are maintained at the originating activity for a period of five years after the last entry in the file and are then destroyed. Central registry records are permanently retained under the control of the Bureau of Medicine and Surgery.

System manager(s) and address:

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120 and commanding officers of medical treatment facilities. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the commanding officer of the medical treatment facility for which they received treatment or to the Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. The request should contain the full name of the individual and Social Security Number of the military or civilian sponsor or guardian, date and place of treatment, and alleged reporting of incident.

The requester may visit the office of the Chief, Bureau of Medicine and Surgery, 23rd and "E" Streets, NW, Washington, DC 29372-5120 and the commanding officers of the individual medical treatment facilities to obtain information on whether or not the system contains records pertaining to him or her. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. Armed Forces I.D. card or other type of identification bearing the picture and signature of the requester will be considered adequate proof of identity.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the commanding officer of the medical treatment facility for which they received treatment of to the Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC 20372-5120. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Medical and dental records and reports and information from other sources including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

Exemptions claimed for the system:

Part of this system may be exempt under 5 U.S.C. 552a(k)(2) and (5), as applicable. For additional information, contact the system manager.

N06320-3

System name:

COMNAVMEDCOM Quality Assurance/Risk Management.

System location:

Naval Medical Command, Navy Department, Washington, DC 20372; health care treatment facilities. (See directory of Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Patients, staff, visitors, contractors, and other personnel who converge upon Naval medical treatment care, or health related ancillary or support services consistent with institutional purposes. Such individuals may be noted in organized review of care provided, reviews of injuries or mishaps sustained, or be governed by stipulations under which care may be rendered.

Categories of records in the system:

Incident reports; follow-up reports; letters, memos, and other correspondence or supportive statements; statistical reports; and committee minutes; and credentialing program documents.

Authority for maintenance of the system:

5 U.S.C. 301, Department Regulations; 10 U.S.C. 5132.

Purpose(s):

This system relates to the Navy Medical Command's Quality Assurance/Risk Management Program. It is used to review the quality and appropriateness of care provided; investigate, analyze, and report accidents, injuries, and other incidents; to identify health care providers with known or suspected problems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information of adverse actions or revocations of health care providers' clinical credentials may be disseminated to various federal and state licensure boards, professional regulating bodies, and appropriate military and civilian organizations and facilities.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on hard copy forms in filing cabinets.

Retrievability:

Records are retrieved by full name of patient, SSN of sponsor, date of incident, or other alpha/numeric identifier.

Safeguards:

Files are monitored during normal working hours by authorized personnel and the room or the files are locked at all other times.

Retention and disposal:

Records are retained for 3 years after the year in which created and then destroyed.

System manager(s) and address:

Commander, Naval Medical Command, Navy Department, Washington, DC 20372. Commanding Officer or Officers in charge of Navy Medical Department health care treatment facilities (see directory of Department of the Navy mailing addresses).

Notification procedure:

Requests should be addressed to Commander, Naval Medical Command or commanding officers or officers in charge at the addresses indicated above. Requests should contain the full name, SSN, and signature of the individual. The individual may also visit COMNAVMEDCOM or the health care treatment facility. Visitors must possess proof of identification such as ID card, driver's license, or other identification showing name and a recent photograph of the individual.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Incident reports relating to patients, staff, and other personnel documenting accidents, injuries, and other incidents, together with supportive correspondence and statements including statistical displays and summaries.

Exemptions claimed for the system:

None.

N06530-1

System name:

Blood Donor Program Files.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Personnel donating blood or seeking replacement of blood.

Categories of records in the system:

Blood donation records. Blood replacement requirement records.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To record emergency blood requests by blood type; to recognize and identify donors; and to replace blood provided, to cover individuals.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the American Red Cross in the performance of their duties related to the assistance of the members.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

American Red Cross, blood donors, hospitals, persons seeking replacement of blood.

Exemptions claimed for the system:

None.

N07210-1

System name:

Losses of Public Funds File.

System location:

Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

Categories of individuals covered by the system:

Disbursing personnel who are entrusted with public funds and who incur losses of the public funds entrusted to them.

Categories of records in the system:

Alphabetized folders containing reports of losses of public funds, reports of investigations into losses of public funds, requests for relief of liability for losses of public funds and related correspondence.

Authority for maintenance of the system:

31 USC 95a, 82a-1, and 82a-2.

Purpose(s):

To maintain and process documentation related to losses of public funds; to inform individuals of their rights to repay losses or to submit requests for relief of liability; to maintain records of investigations conducted; to approve requests for relief of liability for losses of less than 500; to make recommendations to the Secretary of the Navy on all denials and losses of 500 or more, and to control liquidation of losses by relief or by collective action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and control log.

Retrievability:

Name of accountable disbursing individual in whose custody the public funds were entrusted when the losses occurred.

Safeguards:

Maintained in General Services approved Class 3, Security Cabinet equipped with a Type II, three tumbler combination lock accessible only to authorized individuals.

Retention and disposal:

Transferred to Federal Records one year following liquidation of the loss.

System manager(s) and address:

Commanding Officer, Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

Notification procedure:

Correspondence only.

Record access procedures:

The agency's rule for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rule for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Messages, letters, and reports of investigations into losses of public funds received from: Accountable disbursing personnel, commanding officers of Navy and Marine Corps activities at which disbursing offices are located, officers appointed to conduct Judge Advocate General Manual investigations, Commanding Officer, Naval Investigative Service, Commandant of the Marine Corps, and Secretary of the Navy.

Exemptions claimed for the system:

None.

N07220-1

System name:

Armed Forces Health Professional Scholarship System.

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Categories of individuals covered by the system:

AFHSP students until graduation.

Categories of records in the system:

Personnel and entitlement data necessary for pay computation.

Authority for maintenance of the system:

Pub. L. 92-426

Purpose(s):

To maintain a data base which will permit officials and employees of the Department of the Navy to prepare checks, leave and earning statements and financial reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Department of the Treasury, Social Security Administration, and Veterans Administration when needed to provide payment or service to member.

To federal, state, or local government agencies when payments received through the Armed Forces Health and Professional Scholarship System impact on payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To the American Red Cross, Navy Relief Society and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders.

Retrievability:

Social security account number and member name.

Safeguards:

Guards, personnel screening, and requestor codes.

Retention and disposal:

Destroyed ten years after member's graduation.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Office Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Disbursing Officer, Reserve members, COMNAVMILPERSCOM, and COMNAVMEDCOM

Exemptions claimed for the system:

None.

N07220-2

System name:

Retired Pay System.

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, OH 44199

Categories of individuals covered by the system:

Former members of the Navy and Reservists receiving Retired or Retainer Pay; Survivors of members or reservists requesting Survivor Benefit Plan, Retired Serviceman's Family Protection Plan or Minimum Income Widow payments; Individuals eligible for National Oceanic and Atmospheric Administration retirement payments.

Categories of records in the system:

Individual retire pay and annuity pay records, statements of service, retirement orders, survivor benefit plan elections, W-4 and W-2 data, allotment data, death certificates, applications for annuities, correspondence from or to the member or annuitant or third parties relating to an individual account, documentation of mass change, e.g., cost of living increase, due to legislative change.

Authority for maintenance of the system:

10 USC Subtitle C.

Purpose(s):

To compute retirement and annuity payments and to investigate and reconcile any underpayments, overpayments or claims. Data is used for fiscal reports and the extraction and compilation of statistical analyses and reports for management studies for internal use as required by the Department of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data in this system is used for fiscal reports and the extraction and compilation of statistical analyses and reports for management studies for use externally required by Department of Labor, Department of Commerce or by other government agencies.

Records may be released to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the Comptroller General. To the General Accounting Office for audits and determinations relating to military pay entitlements, expenditures and accounting procedures.

To the Department of Treasury in connection with check or Electronic Fund Transfer (EFT) payment issuance.

To the Veterans Administration in regard to Disability and Severance Pay and educational benefits.

To the Social Security Administration for FICA Wage reporting.

To the Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability.

To the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System, to financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts, and federal, state, or local government agencies when payments received through the Retired Pay system impact payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To designated beneficiaries of deceased member.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, and disc files, microfilm and file folders.

Retrievability:

Social security number and member's name.

Safeguards:

The on-line system contains the following safeguards: a. Physical access to CRT data entry terminals is under supervisory control. b. Access to central computer mainframe, other peripheral equipment and tape and disc storage is strictly controlled. Individuals must sign in and be authorized admittance before access. c. Individual user identification codes and passwords are used to control access to automated records. d. Reports are issued that are used to help monitor individuals accessing the system. Access to microfiche and microfiche readers and the respective data are maintained by supervisory control. During non-working hours, offices where records are stored are locked.

Retention and disposal:

Records are retained for ten years after death of retiree or annuitant then shipped to a Federal Records storage facility. NOAA accounts are dropped upon retiree's death.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, OH 44199.

Notification procedure:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Field disbursing offices, Navy Military Personnel Command, Navy Reserve Personnel Center, individual members, annuitants, financial organizations, designated guardians and conservators of retirees or annuitants, Veterans Administration, Social Security Administration, Office of Personnel Management, Internal Revenue Service, and federal, state and local courts.

Exemptions claimed for the system:

None.

N07220-3

System name:

Reserve Pay System.

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, OH 44199.

Categories of individuals covered by the system:

Active reservists drilling in pay units.

Categories of records in the system:

Performance entitlements, monthly and yearly pay, and personnel data needed for pay computation and issuance.

Authority for maintenance of the system:

10 U.S. Code Chapter 11.

Purpose(s):

This information is used by officials and employees of the Navy Finance Center to issue checks and leave and earnings statements, investigate claims and overpayments, and to prepare financial reports. This information may be used by officials and employees in the Department of Defense, and the Naval Military Personnel Command to assist in updating, verifying or correcting their records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Internal Revenue Service and state or local tax authorities for use in computing or resolving member's tax liability.

To the Social Security Administration to determine member's coverage under that program.

To the Department of the Treasury for issuance of checks.

To the Veteran's Administration or to the Navy Family Allowance Activity when needed to process cases in the courts upon court order.

To the designated beneficiaries of deceased members.

To federal, state, or local government agencies when payments received through the Reserve Pay System impact on payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders.

Retrievability:

Social Security number and name.

Safeguards:

Guards, personnel screening, requestor codes.

Retention and disposal:

Microfilm record kept indefinitely in safekeeping.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, OH 44199.

Notification procedure:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Disbursing Officers, individual members, BUPERS, and IRS.

Exemptions claimed for the system:

None.

N07220-4

System name:

Naval Reserve Officer Training Corps Pay System.

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Categories of individuals covered by the system:

NROTC students until time of commissioning.

Categories of records in the system:

Personnel and entitlement data necessary for computation of pay entitlements.

Authority for maintenance of the system:

10 U. S. Code, Chapter 103 and Pub. L. 88-647.

Purpose(s):

This information is used by officials and employees of the Navy Finance Center to issue checks and leave and earnings statements, investigate claims and overpayments, and to prepare financial reports. This information may be used by officials and employees in the Department of Defense, and the Navy Military Personnel Command to assist in updating, verifying or correcting their records or to process cases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Internal Revenue Service and state or local tax authorities for use in computing or resolving member's tax liability.

To the Social Security Administration to determine member's coverage under that program.

To the Department of the Treasury for issuance of checks.

To the Veterans' Administration or to the Navy Family Allowance Activity when needed to process cases.

To the courts upon court order.

To the designated beneficiaries of deceased members.

To federal, state, or local government agencies when payments received through the Naval Reserve Officer Training Corps Pay System impact on payments or benefits issued by those agencies and/or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders.

Retrievability:

Social Security account number and member name.

Safeguards:

Guards, personnel screening, requestor codes.

Retention and disposal:

Original shipped to safekeeping for permanent retention.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security account number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Disbursing Officer, Member, NMPC, CNETO, and IRS.

Exemptions claimed for the system:

None.

N07220-5

System name:

Joint Uniform Military Pay System (JUMPS).

System location:

(Decentralized) Navy and Marine Corps disbursing offices, i.e., Personnel Support Activities, Personnel Support Detachments, Disbursing Officers Afloat, and the Navy Finance Center. Specific activities are identified in Appendix B of Volume IV, Navy Comptroller Manual and addresses are contained in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

All navy personnel on active duty and individual recipients of allotments of Navy personnel (active duty and retired).

Categories of records in the system:

individual Leave and Earnings Statements, Personnel Financial Records, substantiating documentation submitted via OCR documents, tape input or direct on-line CRT entry which authorized credits and deductions of pay entitlements and withholding of Federal income tax, Federal Insurance Contribution Act (FICA) payments, and Servicemen's Group Life Insurance, state and local taxes, or other deductions. Other records include Internal Revenue Form W-2's, money lists, pay receipts, check and distribution lists, allotment authorizations and associated files, absentee and deserter lists, miscellaneous corresponsdence requesting or providing pay information, Commanding Officer Leave Lists and microfilm and microfiche records.

Authority for maintenance of the system:

Titles 10 and 37 U.S.C.

Purpose(s):

To maintain and distribute Leave and Earnings Statements; determine and audit pay entitlements or deductions; compute, pay and report payments; determine budgets and appropriation requirements; commence and terminate allotments; determine amounts subject to fines, forfeitures or detentions of pay in connection with non-judicial punishment and courts-martial and distribution of payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Comptroller General or any of his authorized representatives in the course of the performance of duties of the Comptroller General or the General Accounting Office in the audit and determinations relating to military pay entitlements, expenditures and accounting procedures.

To the Department of Treasury in connection with check of Electronic Fund Transfer (EFT) payment issuance.

To the Veterans Administration in regard to Disability and Severence Pay and educational benefits; Social Security Administration for FICA Wage Reporting.

To the Internal Revenue Service and state and local taxing authorities for computing or resolving tax liability.

To the Federal Reserve Banks for the distribution of payments made through the Direct Deposit System.

To financial organizations or their processing agents authorized by individuals to receive and deposit payments in their accounts.

To federal, state, or local government agencies when payments received through the JUMPS system impact payments or benefits issued by those agencies or when a specific matching program has been requested by the agency and approved by the Office of Management and Budget.

To officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to the assistance of the members and their dependents and relatives, or related to assistance previously furnished such individuals, without regard to whether the individual assisted or his/her sponsor continues to be a member of the Navy.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Personal Financial Records containing Leave and Earnings Statements, which are paper records, are stored in wooden or metal boxes or cabinets. Copies of Leave and Earnings Statements and supporting documents are stored in file folders and cabinets or on microfilm or microfiche. Automated records are stored on magnetic tapes, discs and punched cards.

Retrievability:

Automated records are retrieved by Social Security Number and name. Documents are retrieved by SSN or by an assigned internal document control number.

Safeguards:

Outside of normal working hours Personal Financial Records with Leave and Earnings Statements are secured in safes, vaults or locked cabinets. Substantiating documents and microfilmed records are retained in unlocked cabinets. During non-working hours, offices where the above-mentioned records are stored are locked.

The safeguards in the on-line automated systems include the following controls: a. Physical access to CRT data entry terminals is under supervisory control. b. Access to central computer main fame, other peripheral equipment and tape and disc storage is strictly controlled. Individuals must sign in and be authorized admittance before access. c. Individual user identification codes and passwords are used to control access to automated records. d. Reports are issued that are used to help monitor the system to determine individuals who are accessing data.

Access to microfiche and microfiche readers and the respective data are maintained by supervisory control.

Retention and disposal:

Personal financial records containing the twelve most recent leave and earnings statements are retained by the Personnel Support Detachment or disbursing office servicing the Command to which the member is assigned. Copies of originating documents are retained by the local command for one year after submission and then destroyed. A central automated file is maintained for all active duty Navy personnel at the Navy Finance Center, Cleveland. Following a member's separation or retirement from the Navy, the member's Personal Financial Record is forwarded to the central site-Navy Finance Center, Cleveland, where it is retained for approximately two months pending individual claims and is then forwarded to the Federal Records Center. The member's Master Pay Account is retained at the central site for six months following a member's separation or retirement at which time it is purged from the computer file, microfilmed, and forwarded to the Federal Records Center. Substantiating documents are microfilmed and retained at the central site for one year and then forwarded to the Federal Records Center.

System manager(s) and address:

Comptroller of the Navy; Commander, Naval Military Personnel Command; Commander, Navy Accounting and Finance Center; and Commanding Officer, Navy Finance Center.

Notification procedure:

Individuals can be informed of any records maintained within the system by identifying themselves to the Personnel Support Detachment servicing that Command. The member may identify himself/herself by presenting his military identification card. Former members may request information from the Navy Finance Center, Cleveland.

Record access procedures:

Individuals, properly identified, may request any information pertaining to their pay from their Personnel Support Detachment. If the requested information is not available locally, the disbursing officer will obtain the information from other sources, i.e. members previous duty stations or the Navy Finance Center, Cleveland.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Local Personnel Support Detachments and other disbursing and personnel offices, the Veterans Administration, the Navy Military Personnel Command, various taxing agencies, individual members and recipients of allotments and various Navy procedures and entitlements manuals.

Exemptions claimed for the system:

None.

N07220-6

System name:

Midshipman Pay System.

System location:

Primary - Superintendent, Naval Academy, Annapolis, M 21402; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C. 20371, Commanding Officer, Navy Finance Center, Cleveland, OH 44199, and Commander, Naval Military Personnel Command (Code H-13), Navy Department, Washington, D.C. 20370.

Categories of individuals covered by the system:

Midshipmen of the U.S. Naval Academy, Annapolis, Maryland.

Categories of records in the system:

The system contains automatic data processing pay accounts of all Naval Academy Midshipmen. Document flow is controlled by use of a Midshipmen Payroll Change form. Controls over the system are maintained by use of a Midshipmen Payroll Control Register. Input source documents include (1) letter authority from the Superintendent to the Midshipmen Pay Offices to open the pay (2) documents to substantiate credits of advances for initial clothing and equipment issues, commuted rations, refunds for clothing turn-in, and discharge payments (3) letters from the Commandant of Midshipmen to the Midshipmen Pay Officer containing listings of names and amounts to the checked for personnel services (4) documents to substantiate checkages for liquidation of clothing and equipment advances, store bills of midshipmen subscriptions to magazines, musical concerts, etc., and (5) required deductions for Federal Tax and FICA Tax. Output documents include printouts of (1) Midshipmen Monthly Pay Accounts (2) Midshipmen Debit and Credit Explanation Register and (3) Midshipmen Yearly Pay Account. Payroll money lists which substantiate payments made and travel payment vouchers are also in files. Monthly financial returns are submitted to the Navy Regional Finance Center, Washington, D.C. for consolidation with the accounts of that office and are then forwarded to the Navy Finance Center Cleveland, Ohio in accordance with procedures prescribed in NAVCOMPT Manual, par. 048090. Copies, of the financial returns are therefore, on file in these offices. In addition, copies of documents supporting Federal Income and FICA Taxes withheld are forwarded to the Commander, Naval Military Personnel Command (Code H-13).

Authority for maintenance of the system:

National Security Act Amendments of 1949 (10 U.S.C. 5060).

Purpose(s):

To accurately and efficiently maintain the pay accounts of Naval Academy Midshipmen, to pay and account for payments and collection of Naval Academy Midshipmen.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Internal Revenue Service and the Social Security Administration for reporting wages, FICA tax and federal tax paid.

To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Midshipmen Pay Office - Computer print-outs. ADP Office - Computer magnetic tapes.

Retrievability:

Retrieved by Alfa Codes assigned to each midshipmen.

Safeguards:

Only Midshipmen Disbursing Office personnel are authorized access to records of that office. Only the computer operations are authorized access to the computer tapes. The computer area is restricted and computer tapes are locked in fireproof safes when not in use.

Retention and disposal:

Pay information on the computer tapes is retained for 30 days and the tapes are then reused. Tapes containing Federal Income Tax and FICA Tax information are retained for 1 year until the required reports are rendered. The tapes are then reused. Retained copies of Midshipmen Pay Office forms are disposed of as follows: 1. Midshipmen Payroll Control Register - retain for 2 years and destroy. 2. Midshipmen Payroll Change - retain for 6 months and destroy. 3. Midshipmen Monthly Pay Account - retain for 4 years, from admission of each class through month following its graduation and destroy. 4. Midshipmen Debit and Credit Explanation Register - same as 3, above. 5. Midshipmen Yearly Pay Account - same as 3, above. Other disbursing records and financial returns are retained 4 years follow period covered by the account and transferred to the Federal Records Center in accordance with SECNAV Instruction P5212.5b.

System manager(s) and address:

Overall policy and procedures - Comptroller of the Navy; primary Superintendent, Naval Academy; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C., Commanding Officer, Navy Finance Center, Cleveland, Ohio and Chief of Naval Personnel (Code H-13) Washington, D.C.

Notification procedure:

Individuals can be informed of any records maintained in the system by identifying themselves to Midshipmen Pay Office. Members must present his identification card to obtain requested information.

Record access procedures:

Midshipmen are issued a monthly earnings statement. All information concerning credits and checkages of pay and allowances are contained in the statement. Additional required information relative to miscellaneous changes reflected on the statement may be obtained from the individual Academy activity which reported the changes to the Midshipmen Pay Office upon presentation of his identification card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Members service record on file in the Midshipmen Personnel Office and those documents contained in RECORD-CATEGORY, above.

Exemptions claimed for the system:

None.

N07220-7

System name:

Travel Pay System.

System location:

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center (NAFC-44)
Washington, D.C. 20376

Categories of individuals covered by the system:

Any person, government or private, who submits a request for payment of a travel advance or travel claim to a Navy disbursing office.

Categories of records in the system:

Public vouchers; substantiating documents such as travel orders and expense receipts; card file or log book; automated records stored on magnetic program cards, tapes, disks, drums or punched cards utilized to control receipt and disposition of travel claims; suspense files, pay adjustments authorization, and payroll checkages utilized for control and follow-up on travel advances; debtor information records; and correspondence relating thereto.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To reimburse any person, government or private, for travel expenses and to record, account and report for government funds. To provide a historical file and audit trail for travel payments made by the Navy; to provide a means to respond to inquiries from travelers on status of claims; to control travel advances to insure liquidation; and to provide a means for collection in cases of over advances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Disclosure to consumer reporting agencies:

Pursuant to the Privacy Act of 1974 (5 U.S.C. 552a(b)(12)), debtor information may be released to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (U.S.C. 3701(a)(3)).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic program cards, disk, tape, hard copy forms, paper records in file folders, index cards or log books.

Retrievability:

Travel claims which are computed with automatic data processing equipment are retrieved by using the SSN. Manually computed travel claims are retrieved by disbursing office voucher number and SSN. Card index files are retrieved by name and SSN.

Safeguards:

The safeguards in the automated system include the following controls: (1) Physical access to video display terminals is under strict supervisory control, (2) Access to the computer peripheral equipment, program cards, tapes and disk storage is strictly controlled, (3) Individual user identification codes and passwords are used to control access to automated records, (4) Reports are issued that are used to help monitor the system to determine individuals who are accessing data, (5) Output products and storage media are stored in locked cabinets or rooms with building or military base security, (6) Positive identification is established prior to releasing personal information to an individual, and (7) Output products and storage media are labeled to warn individuals that they contain personal information subject to the Privacy Act(e.g., Personal Data-Privacy Act of 1974). Access is authorized to personnel engaged in travel claim processing, supervisory or management personnel, and inspectors, auditors, investigators. Travelers are authorized access to their own travel records; fund administrators are authorized access to records pertaining to their own funds.

Retention and disposal:

The automated record is retained no longer than one year following the final settlement of a travel claim. Records recorded on magnetic program cards, tapes, disks, and drums will be disposed of by degaussing or erasing. A history/inactive hard copy file is maintained no longer than four years. Records may be moved to a regional Federal Records Center depending on local storage capability.

System manager(s) and address:

Commander, Navy Accounting and Finance Center, (Code NAFC-44), Washington, DC 20376. A list of the Navy disbursing offices is available from the Systems Manager.

Notification procedure:

If the individual is a traveler and knows the location of the Navy disbursing office processing his/her travel claim, direct contact with that office is sufficient. If unknown, or the inquirer is not a traveler, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, whether military or civilian, and, if possible, disbursing office voucher number, dates of travel, and date and location of travel claim or travel advance submission. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an advance or claim. Military identification card or civilian identification such as driver's license is sufficient.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Travel advances and travel claims are filed by individuals who provide information (name, SSN, etc) on themselves. Supporting documentation is obtained from the associated travel order, employing commands, service providers (e.g., receipt of taxis), and Navy disbursing offices.

Exemptions claimed for the system:

None.

N07230-1

System name:

Navy Standard Civilian Payroll System (NAVSCIPS).

System location:

Decentralized, maintained by 72 Navy and 1 Marine Corps civilian payroll offices; a list is available from:

Commander
Navy Accounting and Finance Center (NAFC-42)
Washington, D.C. 20376

Categories of individuals covered by the system:

Civilian employees who are employed by Navy and Marine Corps activities and are paid from appropriated funds

Categories of records in the system:

Individual civilian pay records, retirement records and leave records, applications for leave; overtime authorizations; substantiating documents such as personnel action forms effecting new appointments, separations, promotions, demotions, and deduction changes; Internal Revenue Service Form W-4; State and City tax information; authorizations for deductions, i.e., savings bonds, group life insurance, health benefits, overpayments, indebtedness to the Government; court orders for garnishment of wages for child support and alimony payments; allotments, i.e., union dues, charity contributions, savings allotments, special allotments for overseas employees; tax levies; claims; award payments; special pay; allowances and differentials, and case files which contain requests for waiver of erroneous payment of pay for civilian employees.

Authority for maintenance of the system:

5 U.S.C. 5301, Pay Rates and Systems, Pay Comparability System Policy.

Purpose(s):

To pay Navy and Marine Corps civilian employees, maintain leave and retirement records and to record, report and account for government expenditures for personal services. To provide time and attendance information to individual employees and management; and to provide audit trails for GAO, Navy Area Audit, and internal audit procedures; to provide federal, state, and city tax information to appropriate authorities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Office of Personnel Management related to retirement information and monies for computation of annuities. Provides other data, as required for special studies.

To officials and employees of the Department of the Treasury in connection with check issuances.

To officials and employees of the Veterans Administration regarding Disability or Severence Pay Entitlement.

To officials and employees of the Social Security Administration for FICA and FITW wage reporting.

To state and local tax authorities for computing or resolving tax liability.

To state employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees.

To financial organizations to provide lists of those employees who make deposits and the amount of the deposit to each financial organization.

To officials of labor organizations who are recognized under E.O. 11491, as amended, with information as to the identity of employees contributing dues each pay period and the amount of dues withheld from each contributor.

To the General Accounting Office, for waiver of overpayments of pay which are forwarded to them for adjudication.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disc, microfilm/microfiche and punched cards. Manual records on manual card files and in file folders.

Retrievability:

By name, social security number, or locally assigned identification number.

Safeguards:

Locked fireproof cabinets for retirement records. Metal cabinets for manual payroll and leave records within locked rooms. The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to personnel engaged in payroll processing, auditors, investigative officials and management personnel.

Retention and disposal:

Payroll records are maintained on-site for 6 years, then shipped to Federal Record Center where they are retained for 56 years.

Leave Records - same as above, except held by Federal Record Center for 10 years.

Retirement Registers - same as above, except are destroyed rather than sent to Federal Record Center. Retirement records are maintained until employee separates; if he/she goes to another Navy or Marine Corps activity, retirement records are sent to that activity; if he/she goes to another agency or separates, sent to OPM.

System manager(s) and address:

Overall policy and procedure for the Civilian Payroll System are established by the Commander, Navy Accounting and Finance Center, Washington, D.C. 20376. A list of the system managers by payroll activity is available from Navy Accounting and Finance Center (NAFC-42).

Notification procedure:

Civilian employees can directly contact the system manager of his payroll activity. If unknown, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, identification number, if applicable, activity where employed and information desired. An individual can visit his/her payroll office on any matter concerning his/her pay.

Record access procedures:

Employees have access to their individual pay, leave and retirement records. The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Standard Form 50's (Personnel actions), time and attendance records, applications for leave and overtime authorizations, retirement records, federal state and tax forms, deduction authorizations, allotment authorizations, court orders for garnishment of wages for child support and alimony payments.

Exemptions claimed for the system:

None.

N07240-1

System name:

Commercial Invoice Payments History System.

System location:

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-5)
Washington, D.C. 20376

Categories of individuals covered by the system:

Any individual, government or private, who submits a request for payment to Navy disbursing offices for goods and/or services rendered.

Categories of records in the system:

Public vouchers; substantiating documents such as invoices, receipt documents, inspection reports, procurement instruments, contract index files, assignment documents, machine listings, government bills of lading, transportation requests, meal tickets; magnetic tape, disk files, roll microfilm, microfiche; and related correspondence files.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To provide a record of all disbursements made on commercial invoices by Navy disbursing offices; provides an audit trail of commercial invoice payments made by the Navy; provides a means to respond to inquiries from individuals on status of invoices and contracts; provides a means of detecting and precluding duplicate payments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tapes; roll microfilm, microfiche.

Retrievability:

Retrieved by disbursing office voucher number for paid invoices; retrieved by procurement instrument identification number for contractors by contract index cards; retrieved by name of individual from machine listings. Information in disbursing office voucher file and microfilm/microfiche can be retrieved by name through search process if billing/submission date is known.

Safeguards:

Locked cabinets or rooms, with building or military base security. Access authorized to designated personnel engaged in commercial invoice processing, supervisory or management personnel, and inspectors, auditors, investigators. Individuals are authorized access to their own payment history file; fund administrators are authorized access to records pertaining to their own funds.

Retention and disposal:

Records are maintained for four years. Records may be moved to a regional Federal Records Center depending on local storage capability. No standard means for destruction exists.

System manager(s) and address:

Commercial invoice payment history requirements are prescribed by the Comptroller of the Navy in its Manual (NAVSO P-1000); a list of Navy disbursing offices authorized to pay invoices can be obtained from the Commander, Navy Accounting and Finance Center (NCF-5), Washington D.C. 20376.

Notification procedure:

If the individual knows the location of the Navy disbursing office holding his/her invoice payment history, direct contact with that office is sufficient. If location is unknown, the inquiry should be directed to the Commander, Navy Accounting and Finance Center, address above. Inquirer should provide full name, social security number, whether military or civilain, contract or purchase order number and, if possible, disbursing office voucher number, invoice date, number and amount. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an invoice for payment. Identification should include military identification card, civilian identification such as driver's license and company or agency affiliation. Access to classified contracts requires confirmation of security clearance and need to know.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Commercial invoices are filed by individuals who provide information on themselves. Supporting documentation is obtained from employing company, material/service providers and receivers and Navy disbursing offices.

Exemptions claimed for the system:

None.

N07300-1

System name:

Relief for Losses of Public Funds/SBP Annuitants for Overpayment of Benefits.

System location:

Office of the Judge Advocate General (Code 32), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Categories of individuals covered by the system:

Accountable Navy and Marine Corps military and civilian personnel who request relief from liability for losses of public funds in their custody and survivor benefit plan annuitants who request waiver of overpayment of benefits.

Categories of records in the system:

Copies of requests submitted by individuals of the above-stated categories for grant of relief from liability, together with information voluntarily furnished by the affected individuals concerning the circumstances of losses of funds in their custody, or overpayments of Survivor Benefit Plan benefits, and additional information derived from investigatory and audit reports and comments of forwarding endorsers concerning circumstances of losses or overpayments.

Authority for maintenance of the system:

10 U.S.C. 1453; 31 U.S.C. 3527; 5 U.S.C. 301, Departmental Regulations; and 44 U.S.C. 3101.

Purpose(s):

To determine within the Department of the Navy and General Accounting Office (GAO) whether the circumstances of particular losses of public funds or overpayments of Survivor Benefit Plan benefits warrant granting requests for relief from liability.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the GAO in cases requiring the concurrence of the Comptroller General for a grant of relief from liability.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name of individual requesting relief.

Safeguards:

Files are maintained in file cabinets under the control of personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are retained indefinitely; however records are transferred to the Federal Records Center, Suitland, MD.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400. The request should contain full name, address, and the approximate date on which relief was requested.

Personal visits may be made to the Civil Affairs Division (Code 32), Office of the Judge Advocate General, Room 9N11, Hoffman Bldg II, 200 Stovall Street, Alexandria, VA 22332-2400. Armed forces identification card or driver's license is required for identification.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Department of the Navy, 200 Stovall Street, Alexandria, VA 22332-2400.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in the system is furnished partly by the individual requesting relief, and is supplemented by reports of Department of the Navy audits and investigations pertaining to the particular losses of funds or overpayments of Survivor Benefits Plan benefits involved. Additional amplifying information is typically furnished by officers forwarding requests to the Secretary of the Navy.

Exemptions claimed for the system:

None.

N07320-1

System name:

Property Accountability Records.

System location:

At all activities.

Categories of individuals covered by the system:

Any Department of the Navy employee (military or civilian) receiving government property for which he must sign a receipt.

Categories of records in the system:

The receipts maintained are any of the following: Logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge cards, or any other statement of individual accountability for receipt of government property.

Authority for maintenance of the system:

5 USC 301

Purpose(s):

To identify individuals to whom government property has been issued.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The receipts may be maintained in any of the following formats: Logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge out cards or any other statement of individual accountability for receipt of government property.

Retrievability:

Retrievability may be by any of the following: Name, badge number, tool number, property serial number, or any other locally determined method of property receipt accountability.

Safeguards:

The receipts are unclassified.

Retention and disposal:

Retention of receipts for property is at the discretion of the local activity responsible for the property being issued.

System manager(s) and address:

Overall policy official: No designated official. The system manager is the commanding officer or officer in charge of the activity where the property accountability records are maintained.

Notification procedure:

Individuals seeking to determine whether system records contain information pertaining to them may do so by making application to the commanding officer or officer in charge of the activity where the receipts are located. Individuals making application must have a Department of the Navy approved identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information is collected directly from the subject individual.

Exemptions claimed for the system:

None.

N07401-1

System name:

Bingo Winners.

System location:

Decentralized, maintained at Navy and Marine Corps stateside and overseas bases, where bingo is authorized and played. Inquiries should be addressed to the local activity or to the:

Chief of Naval Personnel (Pers-7)
Bureau of Naval Personnel
Washington, D.C. 20370 (for naval activities); and the
Commandant of the Marine Corps (MSMS)
Washington, D.C. 20380 (for Marine Corps activities).

Categories of individuals covered by the system:

Individual U.S. citizens 18 years of age and older who are paid monies/prizes of 1,200 or more for one-time winnings associated with bingo.

Categories of records in the system:

Bingo payout control sheet indicating individual name, grade, SSN, duty station, dates and amounts of bingo monies paid.

Authority for maintenance of the system:

10 U.S.C. 5031; Section 6041, Internal Revenue Code; BUPERSINST 1710 series; Manual for Messes Ashore, NAVPERS 15951; MCO P-1745.15 series; and NAVSO P-3520.

Purpose(s):

Navy and Marine Corps shore activities use this file (where bingos have been authorized) to account for and control monies and items of merchandise paid to individual winners of bingo games and as a basis for IRS Forms W-2G and 5754, reporting on individuals whose one-time winnings are 1,200 or more. To provide a means of paying, recording, accounting for, reporting, and controlling expenditures and merchandise inventories associated with bingo games.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file cabinets located in a secure area.

Retrievability:

Individual control sheets. Individual IRS Form W-2G by name and SSN.

Safeguards:

Records are kept in occupied rooms which are locked during non-working hours.

Retention and disposal:

Records are maintained on site for 3 years and then shipped to the Federal Records Center in accordance with SECNAVINST 5212.5 series.

System manager(s) and address:

Overall policy and procedures for the bingo operations are contained in NAVSO P-3520, BUPERINST 1710 series and MCO P-1746.15 series. A list of system managers by activity is available from the Chief of Naval Personnel (Pers-7) for Navy managers and the Commandant of the Marine Corps (MSMS) for Marine Corps managers.

Notification procedure:

Individuals are notified via IRS Form W-2G if their one-time bingo winnings are 1,200 or more. An individual can contact the applicable systems manager on matters concerning their bingo winnings.

Record access procedures:

Individuals have access to information applicable to their individual bingo winnings. Officials such as the IRS have access to information applicable to all bingo winners. Access is through the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Bingo payout control sheets.

Exemptions claimed for the system:

None.

N07430-1

System name:

Accounts Receivable System.

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Categories of individuals covered by the system:

Individuals who have been paid more funds by the Department of the Navy than to which they were legally entitled.

Categories of records in the system:

Documentation which established overpayment status, financial status affidavit, payment record, credit reference, and miscellaneous correspondence to and from the individual.

Authority for maintenance of the system:

80 Stat 308 and 88 Stat 393, Federal Claims Collection Act of 1966 (Pub. L. 89-508) and Debt Collection Act of 1982 (Pub. L. 97-365).

Purpose(s):

To maintain an automated tracking and accounting system for individuals indebted to the Department of the Navy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

If any account is delinquent and circumstances warrant, records may be released to the General Accounting Office and the Department of Justice for collection action. Data on individuals with delinquent accounts may be given to credit reporting agencies for the purpose of either adding to a credit history file or obtaining a credit history file; to asset reporting agencies for obtaining an asset report; and, to commercial collection agencies for collection action, in accordance with Debt Collection Act of 1982 (Pub. L. 97-365).

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, magnetic tape, disc, microfiche.

Retrievability:

Social security number and individual's name.

Safeguards:

Personnel screening, requester codes.

Retention and disposal:

Files of accounts which are paid in full will be maintained for 3 years after final payment. Other files will be maintained for 6 years after termination of collection action.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to the system manager at the above address. Information request must contain individual's full name and should include the Social Security number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Disbursing officers, credit bureaus, the individual, Internal Revenue Service, Postmasters, Veterans Administration, Bureau of Motor Vehicles.

Exemptions claimed for the system:

None.

N07431-1

System name:

Savings Deposit.

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Categories of individuals covered by the system:

Navy members still declared missing in action in the Vietnam conflict.

Categories of records in the system:

Members records reflecting account balances.

Authority for maintenance of the system:

Pub. L. 89-538.

Purpose(s):

To credit interest and to clear accounts upon termination. Records will be furnished to Navy Family Allowance Activity and other Department of Defense agencies servicing families of persons still having active accounts.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Internal Revenue Service upon termination of account. The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders.

Retrievability:

Social security number and member name.

Safeguards:

Guards, personnel screening, and specific requestor codes.

Retention and disposal:

Upon closing of account, records are shipped to FRC and destroyed after two years.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to system manager at above address. Only the member or executor or beneficiary of estate will be provided information. Individual's name and social security number are required. Persons wishing to view records in person must report to the Navy Family Allowance Activity, Room 967, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Member's initial request, adjudicators in Central Accounts Department.

Exemptions claimed for the system:

None.

N07600-1

System name:

NIF Standard Automated Financial System (STAFS).

System location:

Naval Industrial Fund (NIF): (1) Naval Air Development Center (NADC), Warminster, Pennsylvania; (2) Naval Coastal Systems Center (NCSC), Panama City, Florida; (3) Naval Surface Weapons Center (NSWC), Dahlgren, Virginia; (4) David W. Taylor Naval Ship Research and Development Center (DTNRDC), Bethesda, Maryland; (5) Naval Ocean Systems Center, (NOSC), San Diego, California; (6) Naval Underwater Systems Center (NUSC), Newport, Rhode Island; (7) Naval Weapons Center (NWC), China Lake, California; (8) Naval Air Engineering Center (NAEC), Lakehurst, New Jersy; (9) Naval Air Propulsion Center (NAPC), Trenton, New Jersey; (10) Naval Air Test Center (NATC), Patuxent River, Maryland; (11) Pacific Missile Test Center (PMTC), Pt. Mugu, California; (12) Naval Civil Engineering Laboratory (NCEL), Pt. Hueneme, California; (13) Naval Research Laboratory (NRL), Washington, DC; (14) Naval Ship Weapon Systems Engineering Station, (NSWSES), Pt. Hueneme, California. Official mailing addresses are in the Navy's Address Directory in the appendix to the Navy Department's system notices appearing in the Federal Register.

Categories of individuals covered by the system:

Records of present, former, and prospective civilian and military personnel assigned/employed by the activities listed above. Selected non-employees for which the host activity records travel and STAFS computer access.

Categories of records in the system:

Personnel, travel, time and attendance input sent to payroll office, and work history for billing for services provided to other naval activities.

Authority for maintenance of the system:

10 U.S.C. 5031.

Purpose(s):

To collect data for labor costing; customer billing; reimbursement of travelers for travel expenses; maintaining a historic file and audit trail for payments made by the Navy; responding to inquiries from travelers on status of claims; controlling travel allowances and pay; recording and accounting for Government expenditures for personnel services of Navy employees; and maintaining time and attendance information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, and magnetic disc.

Retrievability:

By name, SSN, and employee identification number.

Safeguards:

Password controlled system, file, and element access based on predefined need to know. Physical access to terminals, terminal rooms, buildings and activities' grounds are controlled by locked terminals and rooms, guards, personnel screening and visitor registers.

Retention and disposal:

Active employee records are retained while personnel are active. Inactive employee records are retained until all links are satisfied. When this condition occurs, the inactive employee record can be purged from the data base to magnetic tape which is stored in a secure controlled area.

System manager(s) and address:

Commanding Officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Information may be obtained from the systems manager by written request, stating full name of the individual concerned and signed by the requesting individual.

Apply to system manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals concerned, other records of the activity concerned, other records of activity supervisors, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

N08370-1

System name:

Weapons Registration.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals registering firearms or other weapons with station security officers.

Categories of records in the system:

Weapon registration records, weapon permit records.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To assure proper control of weapons on Naval installations and to monitor and control purchase and disposition of weapons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of the Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of activity, investigators, witnesses, correspondents.

Exemptions claimed for the system:

None.

N10140-1

System name:

Ration Card Records.

System location:

U.S. Navy Personnel Support Activity Detachments London, Holy Loch, Brawdy, Edzell, and Thurso, United Kingdom.

Categories of individuals covered by the system:

Officers, enlisted, and civilian component personnel.

Categories of records in the system:

Ration Card holders are entered on 5" x 8" color coded cards, which are contained in boxes and maintained alphabetically. Ration Cards are registered in log, showing name of individual and number of Ration Cards issued.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To establish strict control over persons entitled to acquire tax-free ration items; to ensure entitled personnel do not obtain more than one ration card, and for inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom the Ration Card program was originally negotiated by the U.S. military authorities. Accredited members of the Naval Investigative Service Office may have access, upon request.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All Ration Cards are maintained on 5" x 8" cards filed and listed in numerical order in logs.

Retrievability:

Retrieved by name.

Safeguards:

Records held in file cabinets in space maintained by Enlisted Personnel Office during working hours and locked after working hours.

Retention and disposal:

All records maintained for duration of tour of personnel concerned and then destroyed.

System manager(s) and address:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO New York 09510-5000.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should visit the U.S. Navy Personnel Support Activity Detachment where attached. Official addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Personnel should be prepared to present a valid military identification card or Department of Defense identification card to view records pertaining to themselves.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should visit the U.S. Navy Personnel Support Activity where attached. Official addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Not applicable.

Exemptions claimed for the system:

None.

N10140-2

System name:

Privately-Owned Tax-free Vehicle Record Cards, Tax-free Gasoline Record Cards.

System location:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO New York 09510-5000.

Categories of individuals covered by the system:

Officers, enlisted and civilian component personnel.

Categories of records in the system:

Privately-owned tax-free vehicles and owners are entered on typewritten 5 x 8 cards, which are contained in boxes and maintained alphabetically. Gasoline coupon records are maintained on individually completed 5 x 8 cards (3AF Form 43) and filed alphabetically. I.D. windscreen stickers are registered in a log and show the name of the individual and the sticker number allocated.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To establish strict control over persons entitled to acquire tax-free vehicles; to ensure entitled personnel do not obtain gasoline coupons in excess of their entitlement, and for inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom the tax-free vehicle and gasoline program was originally negotiated by the U.S. military authorities. Accredited members of the Naval Investigative Service's Office may have access, upon request.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All vehicle and gasoline records are maintained on 5 x 8 cards. I.D. stickers are listed numerically in a register.

Retrievability:

Retrieved by name.

Safeguards:

Records are stored in file cabinets in space maintained by administrative (gasoline records) and security (vehicle records) personnel. These cabinets are locked at the end of the day.

Retention and disposal:

Records are maintained for duration of tour of personnel concerned. Once the vehicle is shipped out of the country or is scrapped, the records are destroyed. Gas coupon records are destroyed upon turn-in of unused coupons by departing personnel.

System manager(s) and address:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO New York 09510-5000.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should present a valid military identification card or Department of Defense indentification card at the Administrative (gasoline records) or Security (vehicle records) Offices, U.S. Naval Activities, United Kingdom.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should present a valid military identification card or Department of Defense identification card at the Administrative (gasoline records) or Security (vehicle records) Offices, U.S. Naval Activities, United Kingdom.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Application by member.

Exemptions claimed for the system:

None.

N10140-3

System name:

Individual Merchandise Control Record.

System location:

Merchandise Control Offices:
U.S. Naval Station, Subic Bay, RP
U.S. Naval Air Station, Cubi Point, RP
U.S. Naval Communications Station Philippines, San Miguel, RP, and
3D Combat Support Group, Clark Air Base, RP.

Categories of individuals covered by the system:

Individual records are maintained on each person issued a ration card for purchasing purposes at the various bases in the Philippines.

Categories of records in the system:

Purchases of individuals while attached for duty and authorized to buy items during their tenure in the Philippines.

Authority for maintenance of the system:

Military Bases Agreement and subsequent exchange of notes between the Governments of the United States of America and the Republic of the Philippines.

Purpose(s):

To monitor the purchases of individuals to insure they are not over expending their purchase limitations or abusing their tax-free privileges afforded them, plus to identify any possible blackmarketeering.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Only authorized employees allowed access to files, locked cabinets.

Retention and disposal:

If no violations during tour - destroyed immediately upon detachment; if minor violations - destroyed after three months of detachment; if permanent revocation of privileges invoked - record kept indefinitely.

System manager(s) and address:

Merchandise Control Officers, U.S.Naval Station, Subic Bay; U.S.Naval Air Station, Cubi Point; U.S. Naval Communcations Station Phil, San Miguel, RP, and 3D Combat Support Group, Clark Air Base, RP.

Notification procedure:

Individual must fill out merchandise control information form upon requesting a ration card be issued. Info provided merchandise control officers. Requester must provide merchandise control officer with his name, rank/rate/GS rating, marital status, number of dependents, age of dependents, name of parent command attached to in the Philippines, social security number, name of dependents; individual can visit merchandise control office applicable to their command for record maintenance. Military ID card required.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Personal data of individual and dependents.

Exemptions claimed for the system:

None.

N10140-4

System name:

USAREUR/USAFE Ration Card.

System location:

U.S. Navy Personnel Support Activity Detachment, Thurso, United Kingdom, FPO New York 09516-1100.

Categories of individuals covered by the system:

USN personnel and their dependent wives and children over 18 years of age who are stationed at U.S. Naval Communication Station, FPO New York 09516-3000.

Categories of records in the system:

File sheet with member's name, rate, Social Security Number, organization assigned, and marital status.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To record the individuals holding a ration card.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Retrieved by name.

Safeguards:

Locked safe in PSD with a 24 hour security alarm.

Retention and disposal:

Records are maintained as long as member retains ration card. After transfer, records are burned.

System manager(s) and address:

Commanding Officer, U.S. Navy Personnel Support Activity, UK/NOREUR FPO New York 09553-2900 is the overall policy official with the Officer in Charge, U.S. Navy Personnel Activity Detachment, Thurso United Kingdom, FPO New York 09516-1100 as the subordinate holder.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Officer in Charge, U.S. Navy Personnel Support Activity Detachment, Thurso, United Kingdom, FPO New York 09516-2200. The request should include full name, address, and Social Security Number of the individual concerned and should be signed. Personal visitors must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Officer in Charge, U.S. Navy Personnel Support Activity Detachment, Thurso, United Kingdom, FPO New York 09516-1100.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Applicable U.S. Servicemen.

Exemptions claimed for the system:

None.

N10140-6

System name:

Gasoline Ration System.

System location:

Officer in Charge, U.S. Naval Weapons Facility Detachment, FPO New York 09515-0052.

Categories of individuals covered by the system:

All personnel stationed aboard Naval Weapons Facility Detachment Machrihanish who own private vehicles and wish to purchase Navy Exchange Gasoline.

Categories of records in the system:

Record on each individual contains information on vehicle description; dates of vehicle insurance, inspection and tax; United Kingdom address of individual and amount of gasoline allowed.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

Information is used by custodian(s) to allocate ration coupons to authorized personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards in a safe.

Retrievability:

Name.

Safeguards:

Locked in combination safe in an office which is locked when unmanned. Only custodian(s) know(s) combination to safe.

Retention and disposal:

Records are destroyed by shredding one year after transfer, sale, death, or other changes in status.

System manager(s) and address:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515-0052.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515-0052. The request should contain full name and address of the individual concerned and should be signed.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515-0052.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Information concerning vehicles, insurance, inspection and tax is copied from the appropriate document as provided by the individual. Other information is received from the individual directly.

Exemptions claimed for the system:

None.

N10140-7

System name:

Application for U.S. Navy Ration Permit.

System location:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

Categories of individuals covered by the system:

All personnel stationed at NAVWPNSFACDET Machrihanish desiring to utilize U.S. Navy Exchanges in the United Kingdom.

Categories of records in the system:

Record includes: Name, rank/rate, SSN, date of birth (if under 18), and marital status of serviceman; location, name, relationship, date of birth (if under 18) and ID card number of dependents.

Authority for maintenance of the system:

5 USC 301.

Purpose(s):

To prepare ration cards used in U.S. Military Exchanges in the U.K. and to maintain a record in case of loss.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards in file box.

Retrievability:

Name.

Safeguards:

Maintained in office that is locked when unmanned.

Retention and disposal:

Cards are destroyed by shredding or burning upon transfer of serviceman.

System manager(s) and address:

Officer in Charge, U.S. Naval Weapons Facility, Detachment, FPO New York 09515

Notification procedure:

Records are held only on personnel currently stationed at NAVAVNWPNSFAC Machrihanish who can enquire at the Administrative Office concerning the records.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The information is provided by the serviceman.

Exemptions claimed for the system:

None.

N10570-1

System name:

Pet Registration.

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Owners of pets residing on Naval property.

Categories of records in the system:

Owner's name and pet tag.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To provide for registration of pets to ensure appropriate innoculations and assist in the identification of rightful owners.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Veterinary records and statements provided by pet owners.

Exemptions claimed for the system:

None.

N11012-1

System name:

Navy Personnel Billeting System (NPBS).

System location:

Navy Regional Data Automation Center, San Diego (NARDAC), Naval Air, Station, North Island, San Diego, California 92135.

Categories of individuals covered by the system:

All bachelor military (officers and enlisted) and bachelor civilian personnel requesting berthing currently or in the future at a command where this system is installed may be covered by this system.

Categories of records in the system:

Individual's social security number, name, duty station, forwarding address and home address.

Authority for maintenance of the system:

10 U.S.C. 5031.

Purpose(s):

To manage the BEQ/BOQ complex; to report status of berthing availability, furniture and maintenance associated with a BEQ/BOQ complex.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic disk, magnetic tape, and hard copy reports.

Retrievability:

Name and/or SSN.

Safeguards:

Access to computer room, software and storage media requires special positive identification clear through security department. System access from remote terminals is controlled by codes used site ID's.

Retention and disposal:

An individual's reservation record is maintained on disk for six months and is then system deleted.

System manager(s) and address:

Naval Regional Data Automation Center, Requirements Analysis and Design Division, Code 41, Building 334, Naval Air Station, North Island, San Diego, California 92135.

Notification procedure:

Information should be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information in this system comes from the individual to whom it applies in the form of navy messages and/or travel orders.

Exemptions claimed for the system:

None.

N11101-1

System name:

Family Housing Assignment Application System.

System location:

All Navy activities with family housing assets.

Categories of individuals covered by the system:

All military and civilian personnel eligible for or interested in occupying Navy family housing.

Categories of records in the system:

All applicants for family housing provide information to housing office at next duty assignment pertaining to personal data, e.g., name, address, rank/rate, social security number/service number, length of service, time remaining on active duty, data of rank, etc.; dependency data, e.g., total number in family, spouse, age and sex of dependents, etc.; and other pertinent housing information, e.g., last assignment, months involuntarily separated, special health problems, etc.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

All Navy family housing offices use this data to determine individual's eligibility for family housing and notification for subsequent assignment to family housing or granting a waiver to allow occupancy of private housing. To determine and list individual's name on appropriate housing waiting list.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

By individual's name.

Safeguards:

Housing files within the housing office, used solely within the housing organization and protected by military installation's security measures. Individual may, upon request, have access to housing application form.

Retention and disposal:

Data is retained until termination of housing occupancy and subsequently disposed of according to local records disposition instructions.

System manager(s) and address:

Naval Military Personnel Command, PERS-71, 1000 North Glebe Road, Arlington, Virginia 20370

Notification procedure:

Records are maintained by housing office at the Navy activity responsible for management of assets from data specifically provided by individual on DD Form 1646, Application for and Assignment to Military Family Housing. Individual may request access to such data upon proof of identity (ID card).

Record access procedures:

The agency's rules for access to records may be obtained from installation family housing office.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

Record source categories:

Data collected from each applicable individual.

Exemptions claimed for the system:

None.

N11101-2

System name:

Family Housing Requirements Survey Record System.

System location:

Military installations with family housing offices.

Categories of individuals covered by the system:

Officer and enlisted personnel and only key and essential civilian personnel.

Categories of records in the system:

Non-individual oriented input documents that reflect local housing assets; family housing survey questionnaires indicating family size, individual preference for housing, housing cost, and indication as to suitability of housing for need of individual.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To determine the housing requirement for the location to support proposed family housing construction, leasing, mobile home spaces and other military construction programs submitted for OSD support and Congressional approval.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders.

Retrievability:

Social Security Number.

Safeguards:

Housing files used solely within housing office; tape files used solely within data processing system; and protected by the military installation's security measures.

Retention and disposal:

Held three years and destroyed.

System manager(s) and address:

Overall policy official: Naval Facilities Engineering Command, 200 Stovall Street, Alexandria, Virginia 22332. Subordinate record holders of questionnaires: Family housing office at military installation.

Notification procedure:

Contact housing office of installation at which individual was assigned when the individual completed the family housing questionnaire.

Record access procedures:

The agency's rules for access to records may be obtained from the installation family housing office.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

Record source categories:

Data collected from each applicable individual.

Exemptions claimed for the system:

None.

N11101-4

System name:

Station Housing Records.

System location:

All Navy installations with housing inventories and/or housing management responsibilities.

Categories of individuals covered by the system:

All military personnel desiring housing or temporary lodging, and eligible DOD civilian employees.

Categories of records in the system:

All records and data collected and maintained regarding individual housing or lodging needs; occupancy; furnishings inventory; housing condition reports; assignment and termination of housing; damage assessment; occupant and landlord relations and complaints; maintenance and repairs; waiting lists; inspections; quarters cost data; Congressional and Inspector General inquiries and responses; Servicemen's Mortgage Insurance Premiums payments; individual cost data for establishing and maintaining housing allowances; eligibility for homeowners' assistance; and entitlement for basic allowances for quarters (BAQ).

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To operate and maintain the Navy Housing Program and to service personnel eligible for Navy family housing, temporary lodging, or services.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files; microform; or, if automated, on punched cards, magnetic tape, etc.

Retrievability:

By individual's name or building and unit number.

Safeguards:

Housing files within the housing office, used solely with the housing organization and offices providing support to housing office, and protected by military installation's security measures. Individual may, upon request, have access to such data.

Retention and disposal:

Retained in office files until termination of occupancy, obsolete, no longer needed for reference, or disposal of associated housing unit(s).

System manager(s) and address:

Appropriate Navy installation responsible for Navy housing inventory or housing support.

Notification procedure:

Records are maintained by housing office at Navy installation responsible for management of assets or providing housing support. Individual may request access to such data upon proof of identity (ID card).

Record access procedures:

Installation rules for access to records may be obtained from installation housing office.

Contesting record procedures:

The installation rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation system manager.

Record source categories:

Data reported by or collected from occupants of housing or personnel provided housing support.

Exemptions claimed for the system:

None.

N11103-1

System name:

Housing Referral Services Record System.

System location:

All Navy installations with housing referral offices.

Categories of individuals covered by the system:

All military personnel reporting to an installation who will be residing off-base desirous of seeking off-base housing.

Categories of records in the system:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address; housing need, e.g., rental/sale, number of bedrooms, furnished/unfurnished, price range, etc.; number of dependents, male or female, and age; a list of housing referral services provided; and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms; media through which housing was found, e.g., housing referral, realtor, newspaper, etc.; and satisfaction with selection, e.g., too small, too far; discrimination encountered; and satisfaction with housing referral services provided.

Authority for maintenance of the system:

5 USC 301; Department Regulations.

Purpose(s):

Referral offices use data to assist and counsel individuals in locating suitable housing off-base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing; used for purposes of reporting statistics on field activity housing referral services; used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders; and follow-up regarding tenant/landlord complaints.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

By individual's name.

Safeguards:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request, have access to all such data.

Retention and disposal:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

System manager(s) and address:

Naval Facilities Engineering Command (Code 08), 200 Stovall Street, Alexandria, Virginia 22332

Notification procedure:

Records are maintained by housing referral offices at the Navy activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identify (ID card).

Record access procedures:

The agency's rules for access to records may be obtained from installation family housing office.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

Record source categories:

Data collected from each applicable individual.

Exemptions claimed for the system:

None.

N12290-1

System name:

Record System for Civilian Employees of Nonappropriated Fund (NAF) Activities.

System location:

Primary System-Naval Military Personnel Command, Washington, D.C. 20370; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); National Personnel Records Center, St. Louis, Missouri 63132.

Categories of individuals covered by the system:

Civilian employees of Nonappropriated Fund Activities under the cognizance of the Commander, Naval Military Personnel Command.

Categories of records in the system:

Correspondence and records pertaining to performance, employment, pay, classification, security clearance, personnel actions, medical, insurance, retirement, tax withholding information, exemptions, unemployment compensation, employee profile, education, benefits, discipline and administration of nonappropriated fund civilian personnel.

Authority for maintenance of the system:

5 USC 301; Department Regulations;
Pub. L. 92-392;
Fair Labor Standards Act, as amended

Purpose(s):

To manage, supervise, and administer the nonappropriated fund civilian personnel program.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When required by Federal Statute, by Executive Order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, mirofiche, or microfilm.

Retrievability:

Records may be retrieved by name, social security account number and/or activity number.

Safeguards:

Computer and punched card progessing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5b, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

System manager(s) and address:

Commander, Naval Military Personnel Command, Department of the Navy, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities).

The letter should contain full name, social security number, activity at which employed, and signature of the requester.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB#2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Officials and employees of the Department of the Navy and Department of Defense in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; previous employers; educational institutions; employment agencies; civilian and military investigative reports; general correspondence concerning individual.

Exemptions claimed for the system:

None.

N12290-2

System name:

Models for Organizational Design and Staffing (MODS).

System location:

Office of Civilian Personnel Management and Navy Department Staff, Headquarters, field activities employing civilians; also at contractor facilities. Official mailing addresses are published as an appendix to the Navy's compilation of records systems.

Categories of individuals covered by the system:

Navy civilian employees paid from appropriated funds.

Categories of records in the system:

Automated and manual files contain information on individual's proficiencies and knowledges as reported in self-evaluation questionnaires vouchered by the supervisor, as well as data on the requirements of specific jobs submitted by the supervisor.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulation; and E.O. 9397.

Purpose(s):

To test the operational usefulness of a staffing.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Office of Personnel Management in the performance of their duties related to staffing and/or evaluation of civilian manpower programs.

To the University of Texas faculty and students working under a contract relating to MODS to monitor progress of research study.

To Carnegie-Mellon University faculty and students working under contract relating to MODS to assist in research project.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems notices apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape and drum, and optical scanner forms and computer printouts.

Retrievability:

Accessed by Social Security Number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are retained so long as personnel continue to work at same activity.

System manager(s) and address:

Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Director, Office of Civilian Personnel Management, Department of the Navy, Washinton, DC 22203-1998 or to the head of the Navy activity at which the individual is or was employed. Official mailing addresses are published as an appendix to the Navy's compilation of systems notices. Written requests for information must contain full name of individual, current verbal information that could be verified.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records contains information about themselves should address written inquires to the Director, Office of Civilian Personnel Management, Department of the Navy, Washinton, DC 22203-1998 or to the head of the Navy activity at which the individual is or was employed. Official mailing addresses are published as an appendix to the Navy's compilation of systems notices. Written requests for information must contain full name of individual, current verbal information that could be verified.

Contesting record procedures:

The Department of the Navy rules for accessing records and for contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

First line supervisors and Personnel Automated Data System (PADS).

Exemptions claimed for the system:

None.

N12300-1

System name:

Employee Assistance Program Case Record System.

System location:

Office of Civilian Personnel Management, Department of the Navy and Designated Contractors; Navy Civilian Personnel Command (NCPC); NCPC Field Division; and, Navy staff, headquarters, and field activities employing civilians. Official mailing addresses are published as an appendix to the Navy's compilation of systems notices.

Categories of individuals covered by the system:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

System is comprised of case records on employees who are patients (counselee) which are maintained by individual counselors and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other personal problems, including admitted or urinalysis-detected illegal drug abuse.

Authority for maintenance of the system:

5 U.S.C. 7301; 42 U.S.C. 290dd-3 and 290ee-3, Pub. L. 100-71; E.O. 12564; and E.O. 9397.

Purpose(s):

To record counselor's observations concerning patient's condition, current status, progress, prognosis and other relevant treatment information regarding patients in an employee assistance treatment facility.

Used by the Navy counselor in the execution of his/her counseling function as it applies to the individual patient.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with provisions of 5 U.S.C. 7301 and 42 U.S.C. 290dd-3 and 290ee-3, the Office of the Secretary of Defense "Blanket Routine Uses" do not apply to this system of records.

Records in this system may not be disclosed without prior written consent of such patient, unless the disclosure would be:

(a) To medical personnel to the extent necessary to meet a bona fide medical emergency;

(b) To qualified personnel for the purpose of conducting scientific research, management audits, financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, and individual patient in any report of such research, audit, or evaluating, or otherwise disclose patient identities in any manner; and

(c) If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Case records are stored in paper file folders.

Retrievability:

By employee name or by locally assigned identifying number.

Safeguards:

All records are stored under strict control. They are maintained in spaces accessible only to authorized persons, and are kept in locked cabinets.

Retention and disposal:

Paper records are destroyed five years after termination of counseling. Destruction is by shredding, pulping, macerating, or burning.

Electronic records are purged of identifying data five years after termination of counseling. Aggregate data without personal identifiers is maintained for management/statistical purposes until no longer required.

System manager(s) and address:

Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 and employee assistance program administrators at Department of the Navy staff, headquarters, and field activity levels. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 or to the appropriate employee assistance program administrator. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. The request should contain the name, approximate period of time, by date, during which the case record was developed, and address of the individual concerned and should be signed.

Record access procedures:

Individuals seeking access to records about themselves continued in this system of records should address written inquiries to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 or to the appropriate employee assistance program administration. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Patient, counselors, supervisors, co-workers or other agency or contractor-employee personnel, private individuals to include family members of patient and outside practitioners.

Exemptions claimed for the system:

None.

N12593-1

System name:

Living Quarters and Lodging Allowance

System location:

Overseas organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Appropriated and non-appropriated fund U.S. civilian employees eligible for allowance.

Categories of records in the system:

Employee's name, grade, address, rent and utility expenses, living quarters and lodging allowance, and name of family and/or members.

Authority for maintenance of the system:

Executive Order Number 10903 of January 9, 1961, Executive Order Number 10970 of October 27, 1961, Executive Order Number 10853 of November 27, 1959, and Executive Order Number 10982 of December 25, 1961, as implemented by State Department regulation.

Purpose(s):

Used by civilian personnel office to record employee's living quarters or temporary lodging allowance entitlement. Other users include Naval Supply Depot Payroll Office, the employing office, disbursing office; Commander, Fleet Activities, FPO Seattle 98762.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials of the Department of State for the purpose of monitoring the level of allowances that Navy is authorized.

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

File folders maintained by surname.

Safeguards:

Personnel screening and visitor control.

Retention and disposal:

Files retained for a period of two years and then destroyed.

System manager(s) and address:

Overseas commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

A copy of living quarters allowance is provided to each employee.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Official personnel files.

Exemptions claimed for the system:

None.

N12711-1

System name:

Labor Management Relations Records System.

System location:

Office of Civilian Personnel Management (OCPM) (Code 31), Department of the Navy and Designated Contractors; OCPM Regional Offices; and Navy staff headquarters and field activities employing civilians. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Categories of individuals covered by the system:

Navy civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution, or who are involved in the filing of an Unfair Labor practice complaint which has been referred to the Federal Labor Relations Authority (FLRA) for resolution, or who are involved in a labor negotiations impasse which has been referred to the Federal Service Impasses Panel or an interest arbitrator for resolution, or who are involved in a negotiability dispute which has been referred to the FLRA for resolution; union officials and representatives (both Navy employees and non-employees) involved in the aforementioned processes and in national consultation; independent arbitrators involved in grievance and interest arbitrations concerning Navy activities.

Categories of records in the system:

Records are comprised of (1) Manual files maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific case. Field activities maintain manual rosters of local union officials and representatives. OCPM Headquarters maintains manual roster of addresses and files concerning national consultation with national/international unions regarding changes in Departmental level civilian personnel policies. (2) ADP system maintains records by type of case and case number (not individual). Centrally maintained data base (access restricted to authorized users) contains all information pertaining to a specific case. Bargaining unit files contain information about each bargaining unit, including contact information on union local presidents.

Authority for maintenance of the system:

5 U.S.C. 7101-7135.

Purpose(s):

To manage the Labor-Management Relations Program, e.g., administration/implementation of arbitration awards; processing of unfair labor practice charges; adjudication of negotiability disputes, resolution of negotiations impasses; interpretation of 5 U.S.C. 7101-7135 through 3rd party case decisions; national consultation and other dealings with recognized unions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit, or evaluation of Navy Civilian Personnel Management Programs.

To the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's Labor Management Relations Program. To a duly appointed hearing examiner, Administrative Law Judge, arbitrator, or other proper 3rd party for the purpose of conducting a hearing or inquiry in connection with an employee's grievance, unfair labor practice charge, impasse, negotiability appeal, or other labor relations dispute.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper folders. ADP records are stored in a central, contractor maintained data base.

Retrievability:

Manual records are retrieved by case subject, case number, and/or individual employee names. ADP records are retrieved by case subject, activity, bargaining unit, servicing personnel office, command, or 3rd party docket number.

Safeguards:

All files are accessible only to authorized personnel having a need to know. Access to the ADP system is controlled through the use of multiple security passwords.

Retention and disposal:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

System manager(s) and address:

Office of Civilian Personnel Management (Code 31), 800 North Quincy Street, Arlington, VA 22203-1998.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Office of Civilian Personnel Management (Code 31), 800 North Quincy Street, Arlington, VA 22203-1998, their servicing personnel office, arbitrator's office, or Federal unions or local unions.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Office of Civilian Personnel Management (Code 31), 800 North Quincy Street, Arlington, VA 22203-1998, their servicing personnel office, arbitrator's office, or Federal unions or local unions.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Navy civilian personnel offices; arbitrator's offices; Federal unions and union locals.

Exemptions claimed for the system:

None.

N12771-1

System name:

Employee Grievances, Discrimination Complaints, and Adverse Action Appeals.

System location:

Employee Appeals Review Board, Ballston Tower 2, 801 N. Randolph Street, Arlington, VA 22203-1998.

Categories of individuals covered by the system:

Former and present civilian employees of the Department of the Navy, and applicants for employment with the Department of the Navy.

Categories of records in the system:

The case files contain background material on the act or situation complained of; the results of any investigation including affidavits and depositions; records of personnel actions involved; transcripts of hearings held; administrative judges' reports of findings and recommended actions; advisory memoranda from the Chief of Naval Operations, Navy Military Personnel Command, Department of Defense, Systems Commands; Secretary of the Navy decisions; reports of actions taken by local activities; comments by the Employee Appeals Review Board (EARB) or local activities on appeals made to the Equal Employment Opportunity Commission (EEOC); EEOC decisions, Court decisions, Comptroller General decisions. Brief summaries of case files are maintained on index cards.

Authority for maintenance of the system:

5 U.S.C. 1301, 3301, 3302, 7151-7154, 7301, and 7701.

Purpose(s):

This information is used by the EARB to adjudicate cases. Systems Commands, the Chief of Naval Operations, Office of Civilian Personnel Management (OCPM), and Naval Civilian Personnel Command (NCPC) are internal users for informational/implementational purposes. Individual members acting on behalf of the individual involved are supplied with copies of decisions and other appropriate background material. Grievants and appellants are furnished Secretary of the Navy decisions, with copies to their representatives, EEO complainants are furnished Secretary of the Navy (SECNAV) decisions, with copies of the hearing transcripts and administrative judges' reports; complainants' representatives are provided copies of SECNAV decisions on grievances and appeals. Activities involved in EEO complaints are provided copies of SECNAV decisions, hearing transcripts, and administrative judges' reports.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To officials and employees of the Equal Employment Opportunity Commission to adjudicate cases.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of record systems also apply to this system.

Note: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-3 and 290ee-3. These statutes take precedence over the Privacy Act of 1974 in regard to accessibility of such records except to the individual to whom the report pertains. The Departent of the Navy's "Blanket Routine Uses" do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and index cards.

Retrievability:

Name.

Safeguards:

Classified material is kept in a locked safe. Other materials are kept in file cabinets within the EARB Administrative Offices. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

Retention and disposal:

Case files maintained for one year and sent to the Washington National Records Center, 4205 Suitland Road, Suitland, MD 20409; and maintained for four years. EEOC decisions and index cards are retained indefinitely.

System manager(s) and address:

Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph Street, Arlington, VA 22203-1998.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph Street, Arlington, VA 22203-1998. The requester must provide full name, employing office, and appropriate identification card.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Director, Naval Council of Personnel Boards, Ballston Tower 2, 801 N. Randolph Street, Arlington, VA 22203-1998. The requester must provide full name, employing office, and appropriate identification card.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Information in the file is obtained from former and present civilian employees of the DON, applicants for employment with the DON, employing activities, EEOC, NCPC.

Exemptions claimed for the system:

None.

N12771-2

System name:

Employee Relations Including Discipline, Employee Grievances, Complaints, Etc.

System location:

Office of Civilian Personnel Management (OCPM), OCPM Regional Offices and Naval Civilian Personnel Center (NCPC), Navy and Navy Staff Headquarters and Field Activities employing civilians, Commandant of the Marine Corps (Code MPC-30/HQSG), and Marine Corps Field Activities employing civilians. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records notices.

Categories of individuals covered by the system:

Navy and Marine Corps civilian employees, paid from appropriated funds servicing under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances, and complaints records exist. Discrimination complaints of Navy and Marine Corps civilian employees, paid from appropriated and non-appropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions. Appeals of Navy and Marine Corps civilian employees paid from appropriated funds. Filipino employees appeal case files (Filipinos who are lawfully admitted legal residents). Cases reviewed by Commander in Chief Pacific under Filipino Employment Policy Instructions.

Categories of records in the system:

Information pertaining to discipline, grievances, compliants, and appeals. Management operation record system consisting of manual files maintained by immediate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance leave and tardiness, work assignments, and similar work related employee records.

Authority for maintenance of the system:

E.O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, amended by E.O. 10577; E.O. 12106; E.O. 12107; E.O. 12564 and 9397; 5 U.S.C. 1205, 1206, 1302, 3301, 3302, 7105, 7512, relevant portions of the Civil Service Reform Act, Pub. L. 95-454; 21 U.S.C. 812; Pub. L. 100-71; 42 U.S.C. 2000e-116 et. seq.; Equal Employment Opportunity Act of 1972; Pub. L. 93-259, amendment to the Fair Labor Standards Act, 29 U.S.C. 201, et. seq.; Age Discrimination and Employment Act, 29 U.S.C. 633a; the Rehabilitation Act of 1978 as amended, 29 U.S.C. 791 and 794a.

Purpose(s):

To manage civilian employee in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit, or evaluation of Navy and Marine Corps civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Office of Personnel Management.

To appeals officers and complaints examiners of the Merit Systems Protection Board and Equal Employment Opportunity Commission for the purpose of conducting hearings in connection with employees appeals from adverse actions and formal discrimination complaints.

To disclose information on any source from which additional information is requested in the course of processing a grievance or appeal to the extent necessary to identify the individual, to inform the source of the purpose(s) of the request, and identify the type of information requested.

To disclose information on any source from which additional information is requested in the course of processing a grievance or appeal to the extent necessary to identify the individual, to inform the source of the purpose(s) of the request, and identify the type of information requested.

To disclose information to a federal agency in response to its request in connection with the hiring or retention of an employee, the issuance of an investigation of an individual, the classifying of jobs, the letting of a contract of the issuance of a license, grant, or other benefit by the requesting agency, to the extent the information is relevant and necessary.

To the National Archives and Records Administration in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906.

To disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding.

To officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of record systems apply to this system.

Note: Records of identity, diagnosis, prognosis or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, requested, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided herein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in 42 U.S.C. 290dd-3 and 290ee-3. These statutes take precedence over the Privacy act of 1974 in regard to accessibility of such records except to the individual to whom the record pertains. The Department of the Navy's "Blanket Routine Uses" do not apply to these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Filed by last name.

Safeguards:

All records are stored under strict control and are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained for two years or destroyed upon separation of the employee, whichever is later.

System manager(s) and address:

Director, Office of Civilian Personnel Management, Department of the Navy, 800 North Quincy Street, Arlington, VA 22203-1998. For Marine Corps civilian personnel, the Commandant of the Marine Corps (Code M), HQS, U.S. Marine Corps (Arlington Annex), Washington, DC 20380-0001.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander/Commanding Officer of the activity assigned or to the Director, Office of Civilian Personnel Management, Department of the Navy, 800 North Quincy Street, Arlington, VA 22203-1998. For Marine Corps civilian personnel, the Commandant of the Marine Corps (Code M), HQS, U.S. Marine Corps (Arlington Annex), Washington, DC 20380-0001.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander/Commanding Officer of the activity assigned or to the Director, Office of Civilian Personnel Management, Department of the Navy, 800 North Quincy Street, Arlington, VA 22203-1998. For Marine Corps civilian personnel, the Commandant of the Marine Corps (Code M), HQS, U.S. Marine Corps (Arlington Annex), Washington, DC 20380-0001.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are puublished in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Supervisors or other appointed officials designated for this purpose.

Exemptions claimed for the system:

None.

N12930-1

System name:

Industrial Relations Personnel Records.

System location:

Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097 (for all Navy Exchanges). Personnel records of employees of the central office and in the Navy Resale System activities employing Civilians paid from non-appropriated funds.

Categories of individuals covered by the system:

Civilian employees, former civilian employees, and applicants for employment with the Navy Resale and Services Support Office and Navy Exchanges located worldwide. Employee categories paid from non-appropriated funds are regular full time, regular part-time, temporary full time, temporary part-time and intermittent.

Categories of records in the system:

Personnel jackets, including but not limited to Personnel Information Questionnaire, Personnel Action; Certification of Medical Examination Indoctrination Checklist; Designation of beneficiary; death benefit; leave records; report of accident; notice of excessive absence and tardiness and warnings; disciplinary actions; certified record of court attendance; certified copy of completed military orders for any annual duty tours with recognized reserve organizations; employee job description; tuition assistance records; examination papers and tests, if any; evidence of date of birth, where required; official letters of commendation; cash register overage/shortage records; report of hearings and recommendations relative to employees grievances; official work performance rating; designation of beneficiary for unpaid compensation; reference check records; applicant files; employee profiles; personnel security information (including copies of NSA and NIS reports); travel requests, travel allowance and claims records; transportation agreements; employee affidavits; privilege card application, work assignments, work performance capability, counseling records, work-related records, training records including courses, type and completion dates; and related data.

Labor and Employee Relations Records include Notices of excessive absence, tardiness and warnings; disciplinary actions; unsatisfactory work performance evaluations; grievances, appeals, complaint and appeal records; reports of potential grievances and appeals; congressional correspondence; investigative reports and summaries of personnel administrative actions; data relating to Quality Salary Increase, Superior Accomplishment Recognition Awards, beneficial suggestions and similar awards; and personnel listings of the aforementioned services.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

To provide a basis by which an employee or an applicant may be determined to be suitable for employment, transfer, promotion or retention in employment; for verification of employment; to provide a record of travel performed and verification that the employees receive proper remuneration for the travel performed; to insure employees received timely consideration in the processing of work/appraisals and salary increases; for recognition of accomplishments and contributions by employees, and in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To appeals officers and complaints examiners of the Equal Employment Opportunity Commission for the purpose of conducting hearings in connection with employees appeals from adverse actions and formal discrimination complaints.

To a federal agency in response to it's request in connection with the hiring or retention of an employee, the issuance of a security clearance, the conducting of a security of suitability investigation of an individual, the classifying of jobs, the letting of a contract or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary.

To the National Archives and Records Administration (GSA) in records management inspection conducted under authority of 5 U.S.C. 2904 and 2906.

In response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in the pending judicial or administrative proceeding.

To officials of labor organizations recognized under the Civil Service Reform Act when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of records systems apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include file folders; magnetic tape; disks; punch cards; rolodex files; cardex files; ledgers; and printed reports.

Retrievability:

Name and/or Social Security Number; employee payroll number.

Safeguards:

Locked desks in supervisor's office and also, locked cabinets in locked offices supervised by appropriate personnel; supervised computer tape library which is accessible only through the Computer Center (entry to the computer center is controlled by a combination lock known by authorized personnel only; security guards.

Retention and disposal:

Current employee records remain on file at the appropriate personnel offices; records on former employees are retained for one year and then forwarded to the Director, National Personnel Records Center, (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118 for retention of permanent papers and destruction of temporary papers. Applicant files are retained for one year. Navy Exchange records retention standards are contained in the Disposal of Navy and Marine Corps Records Part II, Chapters 3 and 5 in the Navy Exchange Manual.

System manager(s) and address:

Policy Official is the Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097.

Record Holder is the Manager, Workforce/Planning and Administrative Support Branch (IRD4), Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Navy Resale and Services Support Office, Naval station New York Staten Island, Staten Island, NY 10305-5097. The request should contain full name, Social Security Number, activity where last employed or where last application for employment was filed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requester must provide proof of identity containing the requester's signature.

Record access procedures:

Individuals seeking access to records themselves contained in this system of records should address written inquiries to the Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097. The request should contain full name, Social Security Number, activity where last employed or where last application for employment was filed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requester must provide proof of identity containing the requester's signature.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determination by the individual concerned are published in Secretary of the Navy Instruction 5211.4; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

The individual to whom the record pertains; current and previous supervisors/employers; other records of the activity concerned; counseling records and comparable papers; educational institutions; applicants; applicant's previous employees; current and previous associates of the employee named by the employee as references; other records of activity investigators; witnesses; correspondents; investigate results and information provided by appropriate investigative agencies of the Federal Government.

Exemptions claimed for the system:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(5) and (6), as applicable. For additional information contact the system manager. An exemption rule for this system has been promulgated in accordance with the requirements of 5 U.S.C. 553(b)(1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G.

N12930-2

System name:

Area Coordinator Information and Operation Files.

System location:

Office of Civilian Personnel Management (OCPM) and OCPM field offices, designated contractors, and Navy staff, headquarters, and field activities employing civilians. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Categories of individuals covered by the system:

Civilian employees, paid from appropriated and non-appropriated funds, military personnel or private citizens affected by or involved in action of area coordination significance, and speakers, specialists and other interested participants.

Categories of records in the system:

System is composed of, but not limited to, records compiled in accordance with regulations, correspondence regarding status of EEO investigations, index file of program administration and interested participants including ad hocs, summaries compiled for budget administration, biographies of speakers or of key officials obtained from individual.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Purpose(s):

To manage civilian personnel and special projects related to civilian employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To representatives of the Office of Personnel Management on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Office of Personnel Management.

To a duly appointed Hearing Examiner or Arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance.

To an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper file folders, list finders, index cards, or logs or other indexing systems.

Retrievability:

Records are retrieved by subject matter or by name.

Safeguards:

Records are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained for varying lengths of time as required by local regulations; some records may be maintained indefinitely.

System manager(s) and address:

Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 and the heads of Navy Staff, Headquarters, and field activities employing civilians. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the servicing civilian personnel office where assigned or to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998. The request should contain full name, Social Security Number, and address. For personal visits, proof of identification will consist of a Department of Defense or Navy building pass or identification badge or driver's license or other types of identification bearing his/her signature or picture or by providing information which may be verified against the record.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the servicing civilian personnel office or to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Navy Civilian Personnel Offices and their representatives.

Exemptions claimed for the system:

None.

N12950-3

System name:

Payroll and Employee Benefits Records.

System location:

Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, New York 10305-5097.

Categories of individuals covered by the system:

Civilian employees and former civilian employees with the Navy Resale and Services Support Office and Navy Exchanges located world-wide. (Payroll and benefits information) Civilian employees and former civilian employees of Coast Guard exchanges, clubs and messes and US Navy civilian employees.

Categories of records in the system:

Distribution reports; tax reports; leave accrual reports; earnings records cards, payroll registers; insurance records and reports regarding property damage, personal injury or death, group life, disability, medical and retirement plan; payroll savings authorization; record of payroll savings; overtime authorization; Treasury Department tax withholding exemption certificate.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

To calculate pay; prepare checks for distribution; prepare education registers; leave records; to submit federal and state tax reports; to record contributions to benefit plans; to process all insurance claims; to calculate retirement benefits upon request of employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the insurance carriers and the U.S. Department of Labor, Bureau of Employees Compensation.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include Magnetic tape files; card files; file folders; ledgers; and printed reports.

Retrievability:

Name and/or Social Security Number; employee job number; employee payroll number.

Safeguards:

Locked file cabinets; safes; locked offices which are supervised by appropriate personnel, when open; security guards; supervised computer tape library which is accessible only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

Retention and disposal:

Permanent records—maintained for five years and then retired to the Director, National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

System manager(s) and address:

Policy Official: Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097.

Record Holder Manager, Risk Management and Workers Compensation Branch (TD2), Manager, Labor/Employee Relations and Employee Benefits Branch (IRD1), Comptroller Non-appropriated Fund Division (CNAFD), Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097.

Individual record holders within the central system may be contacted through the central system record holder.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097.

In the initial inquiry the requester must provide full name, Social Security Number, activity where last employed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide proof of identity containing the requester's signature.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commander, Navy Resale and Services Support Office, Naval Station New York Staten Island, Staten Island, NY 10305-5097.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5C, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

The employee or former employee; payroll department; the employee's supervisor and the employee's physician or insurance carrier's physician.

Exemptions claimed for the system:

None.

N12950-4

System name:

Naval Audit Personnel Development System.

System location:

Naval Audit Service Headquarters, P.O. Box 1206, Falls Church, Virginia, 22041

Categories of individuals covered by the system:

All personnel employed by the Naval Audit Service.

Categories of records in the system:

Employee audit experience and historical career development data.

Authority for maintenance of the system:

5 USC 301; Departmental Regulations.

Purpose(s):

To identify audit task assignments; monitor future career development; and forecast talent requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Blanket Routine Uses that appear at the beginning of the Department of the Navy's compilation apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Name, SSN.

Safeguards:

Computer System Software; code word access.

Retention and disposal:

Records retained until employee retires, is deceased, or leaves Audit Service for other employment; record is then destroyed.

System manager(s) and address:

Director, Naval Audit Service is overall policy official; Director, Education and Training Division has direct control; Naval Audit Service HQ, Falls Church, Va 22041

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned. Standard civilian personnel files.

Exemptions claimed for the system:

None.

N12950-5

System name:

Navy Civilian Personnel Data System (NCPDS).

System location:

Office of Civilian Personnel Management (OCPM) and its field offices; operating civilian personnel offices and Navy commands and management offices; and the Navy Regional Data Automation Center (NARDAC) and its designated contractors. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records. Included in this notice are those records duplicated for retrievability at a site closer to where the employee works (e.g., in an administrative office or a supervisor's work area).

Categories of individuals covered by the system:

Department of the Navy civilian employees paid from appropriated and non-appropriated funds and foreign national direct and indirect hire employees.

Categories of records in the system:

The system is comprised of automated and non-automated records describing and identifying the employee (e.g., name, Social Security Account Number, sex, birth date, minority designator, citizenship, physical handicap code); the position occupied and the employee's qualifications; salary and salary basis or other compensation and allowances; employee's status in relation to [illegible] position occupied and the organization to which assigned; tickler dates for impending changes in status; education and training records; previous military status; functional code; previous employment record; performance appraisal and other data needed for screening and selection of an employee; referral records; professional licenses and publications; and reason for position change or other action affecting the employee and case files pertaining to EEO, MSPB, labor and employee relations, and incentive awards. The records are those found in the NCPDS subsystems: the Navy Automated Civilian Manpower Information System (NACMIS), the Training Information Management System (TIMS), the Personnel Automated Data System (PADS), the Computerized Employee Management Program Administration and Research (CEMPAR), Office of Civilian Personnel Management Customer Support Centers, the Executive Personnel Management Information System (EPMIS) and the NCPDS base level and Headquarters systems.

Authority for maintenance of the system:

5 U.S.C. 301; 5 U.S.C. 4118; E.O. 9397; 5 U.S.C. 2951; E.O. 10450; 42 U.S.C. 2000e, 5 U.S.C. 3135, 5 U.S.C. 4301, et seq., 5 U.S.C. 4501 et seq., 5 U.S.C. 4705 and subparts D, E, F, and G of title 5 U.S.C. and 29 CFR part 1613 et seq.

Purpose(s):

To manage and administer the Department's civilian personnel and civilian manpower planning programs and in the design, development, maintenance and operation of the automated system of records. Designated contractors of the Department of the Navy and Defense in the performance of their duties with respect to equipment and system design, development test, operation and maintenance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office.

To the Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of Executive Branch agencies.

To officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for vacant positions.

To representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice training programs or on other such matters under the jurisdiction of the Labor Department.

To representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice and on-the-job training program.

To contractors or their employees for the purpose of automated processing of data from employee personnel actions and training documents, or data collection forms and other documents.

To a duly appointed hearing examiner or arbitrator in connection with an employee's grievance.

To an appointed Administrative Judge for the purpose of conducting a hearing in connection with an employee's formal Equal Employment Opportunity (EEO) complaint.

To officials and employees of schools and other institutions engaged to provide training.

To labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

To representatives of the Federal Labor Relations Authority.

To representatives of the Merit Systems Protection Board.

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tape, disc, drum and punched cards and computer printouts. Manual records are stored in paper file folders.

Retrievability:

Information is retrieved by Social Security Number or other similar substitute if there is no Social Security Number, position number, name, or by specific employee characteristics such as date of birth, grade, occupation, employing organization, tickler dates, academic specialty level.

Safeguards:

The computer facility and terminal are accessible only to authorized persons that have been properly screened, cleared and trained. Manual and automated records and computer printouts are available only to authorized personnel having a need-to-know.

Retention and disposal:

Input documents are destroyed after data are converted to magnetic medium. Information is stored in magnetic medium within the ADP system. Information recorded via magnetic medium will be retained permanently. For TIMS and the apprentice programs the computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from one to five years.

System manager(s) and address:

Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 and the commanding officers of the employee's activity.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 or to the civilian personnel officer under his/her cognizance. The request should contain the individual's full name, Social Security Number and name of employing activity. Requesters may visit the civilian personnel office of the naval activity covered by the system to obtain information. In such case, proof of identity will consist of full name, Social Security Number and a third positive identification such as driver's license, Navy building pass or identification badge, birth certificate, Medicare card, etc. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998 or to the civilian personnel officer under his/her cognizance. The request should contain the individual's full name, Social Security Number and name of employing activity. Requesters may visit the civilian personnel office of the naval activity covered by the system to obtain information. In such case, proof of identity will consist of full name, Social Security Number and a third positive identification such as driver's license, Navy building pass or identification badge, birth certificate, Medicare card, etc. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Categories of sources of records in the system are: the civilian personnel office of the employing activity; the payroll office; OCPM headquarters; the security office of the employing activity; line managers, other designated officials and supervisors; the employee and persons named by the employee as references.

Exemptions claimed for the system:

None.

N12950-6

System name:

Computer Assisted Manpower Analyses System (CAMAS).

System location:

Office of Civilian Personnel Management, and Navy Department Staff, headquarters, and field activities employing civilians. Official mailing addresses are published as an appendix to the Department of the Navy's compilation of systems of records.

Categories of individuals covered by the system:

Navy civilian employees paid from appropriated funds.

Categories of records in the system:

Files contain records from the Personnel Automated Data System (PADS) which contain job related data including individual identification, location information, and salary.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations and E.O. 9397.

Purpose(s):

best copy available

To aggregate manpower planning, including calculating transition rates, forecasting number of retirements, and running models to determine the extent to which projected manpower requirements can be met.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of the Department of the Navy's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape and disc.

Retrievability:

Retrieved by Social Security Number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Office of Civilian Personnel Management, Department of the Navy, 800 North Quincy Street, Arlington, VA 22203-1998.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998. The request for information must contain full name of the individual, current address and telephone number, and birth date and Social Security Number.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Director, Office of Civilian Personnel Management, 800 North Quincy Street, Arlington, VA 22203-1998.

Contesting record procedures:

The Department of the Navy rules for accessing records and contesting contents and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5, 32 CFR part 701, or may be obtained from the system manager.

Record source categories:

Personnel Automated Data System (PADS).

Exemptions claimed for the system:

None.

N12950-7

System name:

Drug-Free Workplace Records.

System location:

Records are located at the local naval activity or the local servicing civilian personnel offices. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records.

Categories of individuals covered by the system:

Civilian employees and applicants for employment with the Department of the Navy.

Categories of records in the system:

Records related to selection, notification, testing of employees and applicants, urine specimens, drug test results, collection authentication and chain of custody documents.

Authority for maintenance of the system:

Pub. L. 100-71 5 U.S.C. 7301; 21 U.S.C. 812; and E.O. 12564, "Drug-Free Federal Workplace" and E.O. 9397.

Purpose(s):

The system is established to maintain records relating to the selection and testing of Department of the Navy employees, and applicants for employment, for use of illegal drugs and drugs identified in Schedules I and II of 21 U.S.C. 812.

The records are also used by the employee's Medical Review Official; the administrator of any Employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating; and supervisory or management officials within the employee's agency having authority to take adverse personnel action against such employee.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with the provisions of 5 U.S.C. 7301, the "Blanket Routine Uses" that appears at the beginning of the Navy's compilation do not apply to this system of records.

To a court of competent jurisdiction where required by the United States Government to defend against any challenge against any adverse personnel action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records consist of written materials and/or magnetic media.

Retrievability:

Records are retrieved by name of employee, applicant for employment, Social Security Number, I.D. number assigned, date of birth, or any combination of these.

Safeguards:

Records will be stored in secure containers, e.g., safes, locked filing cabinets, etc. Urine specimens will be stored in appropriate locked storage facilities. Access to such records and specimens is restricted. Chain-of-custody and other procedural and documentary requirements of Pub. L. 100-71 and the Department of Health and Human Services Guidelines will be followed in collection of urine samples, conducting drug tests, and processing test results.

Retention and disposal:

Records are retained for two years and then destroyed by shredding, burning, or erasure in the case of magnetic media.

Urine specimens will be disposed of after six months in an ecologically safe manner.

Written records and test results, together with urine specimens, may be retained up to five years or longer when necessary due to challenges or appeals of adverse actions by the employee.

System manager(s) and address:

DON Drug Program Coordinator, Office of Civilian Personnel Management, 800 N. Quincy Street, Arlington, VA 22203-1998.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Commanding Officer/Commander of the DON activity or the servicing civilian personnel office at which they are or were employed, or at which they made application for employee, and for which they provided a urine specimen for drug testing.

Individuals must furnish their full name, Social Security Number, the title, series, and grade of the position they occupied or applied for when the drug test was conducted, and the month and year of the test.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Commanding Officer/Commander of the DON activity or the servicing civilian personnel office at which they are or were employed, or at which they made application for employment, and for which they provided a urine specimen for drug testing.

Individuals must furnish their full name, Social Security Number, the title, series, and grade of the position they occupied or applied for when the drug test was conducted, and the month and year of the test.

Contesting record procedures:

The Department of the Navy rules for accessing records, for contesting contents, and appealing initial determinations by the individual concerned are published in Secretary of the Navy Instruction 5211.5; 32 CFR part 701; or may be obtained from the system manager.

Record source categories:

Records are obtained from the individual to whom the record pertains; DON or contractor employees involved in the selection and notification of individuals to be tested; DON or contractor laboratories that test urine samples for the presence of illegal drugs, DON or contractor Medical Review Officers; supervisors and managers and other DON officials engaged in administering the Drug-Free Workplace Program; the Civilian Employee Assistance Program, and processing adverse actions based on drug test results.

Exemptions claimed for the system:

None.

DIRECTORY OF DEPARTMENT OF THE NAVY MAILING ADDRESSES

Assistance in obtaining any Navy mailing address not included in the following directory may be obtained from:
Chief of Naval Operations
(Op-09B30)
Navy Department
Washington DC 20350-2000
Such assistance concerning any Marine Corps address may be obtained from:
Commandant of The Marine Corps
(Code MPI)
Washington DC 20380-0001

ARIZONA

Commanding Officer
Marine Corps Air Station
Yuma Arizona 85364

CALIFORNIA

Director
Navy Office of Information, West
11000 Wilshire Blvd
Los Angeles CA 90024
Commanding Officer
Naval Hospital
7500 E. Carson Street
Long Beach CA 90822
Commanding Officer
Naval Dental Clinic
Long Beach CA 90822-5096
Commanding Officer
Naval Legal Service Office
Naval Station
Long Beach CA 90822-5075
Commanding Officer
Personnel Support Activity
Long Beach CA 90822-5001
Director, Consolidated
Civilian Personnel Office
Naval Station
Long Beach CA 90822
Commanding General
I Marine Amphibious Force FMF
Camp Pendleton CA 92055
Commanding Gen
Commanding General
Marine Corps Base
Camp Pendleton CA 92055
Commanding Officer
Naval Dental Clinic
Camp Pendleton CA 92055
Commanding Officer
Naval Hospital
Camp Pendleton CA 92055-5008
Commanding General
1st Marine Division FMF
Camp Pendleton CA 92055
Commanding General
4th Marine Division FMF
US Marine Corps Reserve
Camp Pendleton CA 92055
Commanding Officer
Naval Submarine Base
140 Sylvester Road
San Diego, CA 92106-3521
Director
Naval Audit Service
Western Region
1220 Pacific Highway
San Diego CA 92132
Commander
Naval Base
San Diego CA 92132-5100
Commanding Officer
Fleet Accounting And Disbursing Center
U.S. Pacific Fleet, 937 N. Harbor Drive
San Diego CA 92132
Commanding Officer
Naval Education and Training Support Center Pacific
San Diego CA 92132
Commanding Officer
Naval Supply Center
937 No. Harbor Drive
San Diego, CA 92132-5044
Commander
Naval Reserve Readiness Command
Region Nineteen
960 North Harbor Drive
San Diego CA 92132-5108
Commander
Naval Training Center
San Diego, CA 92133-5000
Commander
Naval Medical Command
Southwest Region
San Diego CA 92134-7000
Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital
Bldg 10
San Diego, CA 92134-6900
Commanding Officer
Naval Hospital
San Diego, CA 92134-5000
Commanding Officer
Naval School of Health Sciences
San Diego, CA 92134-6000
Commander
Naval Medical Command Southwest Region
San Diego, CA 92134-7000
Commanding Officer
Naval Air Station
North Island
San Diego CA 92135
Commanding Officer
Navy Regional Data Automation Center
Naval Air Station
North Island
San Diego CA 92135-5110
Commander Naval Air Force
US Pacific Fleet
Naval Air Station North Island
San Diego CA 92135-5100
Commander
Amphibious Group 3
Box 201
San Diego, CA 92136
Commanding Officer
Naval Legal Service Office
Naval Station
San Diego CA 92136-5138
Commanding Officer
Naval Dental Clinic
San Diego CA 92136-5147
Commanding Officer
Navy Resale and Services Support Office
Field Support Office
P.O. Box 150, Naval Station
San Diego, CA 92136-5150
Commanding Officer
Naval Medical Clinic
Naval Station
San Diego, CA 92136-5153
Commanding Officer
Naval Station
San Diego CA 92136-5000
Commanding Officer
Personnel Support Activity
San Diego, CA 92136-5203
Commanding Officer
Naval Health Research Center
PO Box 85122
San Diego CA 92138
Commanding General
Marine Corps Recruit Depot
San Diego CA 92140
Commanding Officer

Naval Air Station
Miramar
San Diego CA 92145
Commander Training Command
US Pacific Fleet
San Diego CA 92147-5030
Commander
Naval Ocean Systems Center
San Diego CA 92152-5000
Commanding Officer
Navy Personnel Research and Development Center
San Diego CA 92152-6800
Commander
Naval Surface Force
US Pacific Fleet
Naval Amphibious Base, Coronado
San Diego CA 92155-5035
Director
Office of Civilian Personnel Management
Southwest Region
880 Front St Room 5-S-[illegible]
San Diego CA 92188-0410
Commanding General
Force Troops
Fleet Marine Force Pacific
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Logistics Base
Barstow CA 92311
Commander
Marine Corps Air Bases Western Area
Marine Corps Air Station
El Toro, Santa Ana CA 92709
Commanding General
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding General
Marine Aircraft Wing 46
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding Officer
Marine Corps Air Station
(Helicopter)
Santa Ana CA 92710
Commanding Officer
Naval Air Station
Point Mugu CA 93042
Commander
Pacific Missile Test Center
Pt. Mugu, CA 93042-5000
Commanding Officer
Naval Ship Weapon Systems Engineering Station
Pt. Hueneme, CA 93043-5007
Commanding Officer
Naval Hospital
Le Moore, CA 93246
Commander
Naval Weapons Center
China Lake, CA 93555-6001
Director
Defense Resources Management
Education Center
Naval Postgraduate School
Monterey, CA 93943
Superintendent
Naval Postgraduate School
Monterey CA 93940
Director
Defense Personnel Security Research and Education Center
Naval Postgraduate School
Monterey, CA 93943
Commanding Officer
Naval Air Station
Moffett Field CA 94035-5000
Commander
Western Division
Naval Facilities Engineering Command
P.O. Box 727
San Bruno, CA 94066-0720
Commanding Officer
Personnel Support Activity
San Francisco
Bldg 450 Treasure Island
San Francisco CA 94130-5016
Commander
Naval Base San Francisco
Naval Station, Treasure Island
San Francisco, CA 94130-5018
Director
12th Marine Corps District
Naval Support Activity, Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Legal Service Office
Naval Station
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Dental Clinic
San Francisco CA 94130-5030
Commander
Naval Reserve Readiness Command
Region Twenty Bldg 1 Naval Station
Treasure Island
San Francisco CA 94130-5032
Officer in Charge
Navy Disease Vector Ecology and Control Center
Naval Air Station
Alameda CA 94501
Commanding Officer
Naval Air Station
Alameda Calif 94501
Commanding Officer
Navy Regional Data Automation Center
San Francisco
Naval Air Station
Alameda CA 94501-5007
Commanding Officer
Naval Supply Center
Oakland, CA 94625-5000
Commanding Officer
Naval Biosciences Laboratory
Naval Supply Center
Oakland CA 94625-5015
Commander
Military Sealift Command, Pacific
Oakland, CA 94625-5010
Commanding Officer
Navy Resale and Services Support Office
Field Support Office
Bldg. 310, Naval Supply Center
Oakland, CA 94625-5025
Commander
Naval Medical Command
Oakland CA 94627-5025
Commanding Officer
Naval Hospital
Oakland CA 94627-5000
Commanding Officer
Navy Drug Screening Laboratory
8750 Mountain Blvd
Oakland CA 94627

CONNECTICUT

Commanding Officer
Naval Security Group Activity
Box 99
Naval Submarine Base New London
Groton CT 06349-5099
Director
Consolidated Civilian Personnel
Office Box 20
Naval Submarine Base New London
Groton CT 06349
Commanding Officer
Naval Submarine Medical Research Laboratory
Naval Submarine Base New London
Groton CT 06349
Commanding Officer

Navy Legal Service Office
Box 10
Naval Submarine Base New London
Groton CT 06349
Commanding Officer
Naval Hospital
Groton CT 06349
Commanding Officer
Personnel Support Activity
New London Box 63
Naval Submarine Base New London
Groton CT 06349-5063

DISTRICT OF COLUMBIA

Director
Marine Corps Institute
Marine Barracks
Washington DC 20003
Comptroller of the Navy
Navy Department
Washington DC 20350-1100
Chief of Information
Navy Department
Washington DC 20350-1200
Secretary of the Navy
Navy Department
Washington DC 20350-1000
Chief of Legislative Affairs
Navy Department
Washington DC 20350-1300
Under Secretary of the Navy
Navy Department
Washington DC 20350-1000
Chief of Naval Operations
Department of the Navy
Washington DC 20350-2000
Asst Secretary of the Navy
(Financial Management)
Navy Department
Washington DC 20350-1000
Asst Secretary of the Navy
(Manpower & Reserve Affairs)
Navy Department
Washington DC 20350-1000
Asst Secretary of the Navy
(Research, Engineering and Systems)
Navy Department
Washington DC 20350-1000
Director
OpNav Field Support Activity
Washington DC 20350
Assistant Secretary of the Navy
(Shipbuilding and Logistics)
Navy Department
Washington, DC 20360-5000
General Counsel
Navy Department
Washington DC 20360
Commander
Naval Air Systems Command
Headquarters
Washington DC 20361-0001
Commander
Naval Sea Systems Command
Headquarters
Washington DC 20362-5101
Commander
Space and Naval Warfare Systems Command
Space and Naval Warfare Systems Command Headquarters
Washington, DC 20363-5100
Commander
Naval Supply Systems Command
Headquarters
Washington DC 20376-5000
Executive Director
Board for Corrections of Naval
Records
Navy Department
Washington DC 20370-5100
Commander
Naval Military Personnel Command
Navy Department
Washington DC 20370
Officer in Charge
Personnel Support Activity
Detachment Crystal Mall 3 Room 100
Crystal City
Washington DC 20371
Commander
Naval Medical Command
Navy Department
Washington DC 20372
President
Board of Inspection
and Survey
Navy Department
Washington DC 20372
Director
Naval Historical Center
Washington Navy Yard
Washington, DC 20374
Director Consolidated
Civilian Personnel Office
Bldg 200 Washington Navy Yard
Washington DC 20374
Director
Department of Defense Computer
Institute
Washington Navy Yard
Washington DC 20374
Commandant
Naval District Washington
Washington Navy Yard
Washington DC 20374-7002
Commanding Officer
Personnel Support Activity
Bldg 92
Naval District Washington
Washington DC 20374
Commanding Officer
Navy Medical Clinic
Washington Navy Yard
Washington DC 20374-1832
Director
Naval Historical Center
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Legal Service Office
Washington Navy Yard
Washington DC 20374
Commander
Naval Reserve Readiness Command
Region Six
Washington Navy Yard
Washington DC 20374-2003
Officer in Charge
Navy-Marine Corps Appellate Review Activity
Office of Judge Advocate General
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Band
Washington Navy Yard
Washington DC 20374
Commander
Naval Data Automation Command
Washington Navy Yard
Washington DC 20374
Commanding Officer
Navy Regional Data Automation
Center Washington
Washington Navy Yard
Washington DC 20374
Chief
Navy-Marine Corps Trail Judiciary
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Research Laboratory
Washington DC 20375
Director
Naval Audit Service Capital Region

1941 Jefferson Davis Hwy
CM-4, Room 325
Washington, DC 20376
Director
CCPO Crystal City
1931 Jefferson Davis Highway
Crystal Mall 2
Washington DC 20376-5006
Commander
Navy Accounting and Finance Center
Navy Department
Washington DC 20376
Commandant of the Marine Corps
Navy Department
Washington DC 20380-0001
Commander
Naval Security and Investigative Command
Washington DC 20388-5000
Commander
Naval Intelligence Command
4600 Silver Hill Road
Washington DC 20389-5000
Commanding Officer
Naval Air Facility
Washington DC 20390-5130
Superintendent
Naval Observatory
34th and Massachusetts Ave NW
Washington DC 20390-5100
Commanding Officer
Naval Polar Oceanography Center
Navy Department
4301 Suitland Road
Washington, DC 20390-5180
Commanding Officer
Naval Security Station
3801 Nebraska Ave NW
Washington DC 20390
Commander
Naval Telecommunications Command
4401 Massachusetts Ave NW
Washington DC 20390
Commander
Military Sealift Command
Department of the Navy
Washington, DC 20390-5320

FLORIDA

Commanding Officer
Regional Accounting and Disbursing Center
Box 15
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Navy Regional Data Automation Center Jacksonville
Naval Air Station
Jacksonville FL 32212-0111
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Air Station
Jacksonville, FL 32212-0046
Commanding Officer
Naval Supply Center
Jacksonville, FL 32212-0097
Commander
Naval Base
Jacksonville FL 32212
Commanding Officer
Naval Legal Service Office
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Personnel Support Activity
Box 50
Naval Air Station
Jacksonville FL 32212
Officer in Charge
Navy Disease Vector Ecology and Control Center
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Dental Clinic
Jacksonville, FL 32212-0074
Commanding Officer
Navy Resale and Services Support Office
Field Support Office
Jacksonville, FL 32212
Commander
Naval Reserve Readiness Command
Region Eight
Box 90 Naval Air Station
Jacksonville FL 32212-0090
Commander
Naval Medical Command
Southeast Region
Jacksonville FL 32214-5222
Commanding Officer
Navy Drug Screening Laboratory
Naval Hospital
Jacksonville FL 32214
Commanding Officer
Naval Hospital
Jacksonville FL 32214
Commanding Officer
Naval Legal Service Office
Box 217 Naval Station
Mayport FL 32228
Commanding Officer
Naval Coastal Systems Center
Panama City, FL 32407-5000
Officer in Charge
Navy Resale Activity
Naval Air Station
Pensacola, FL 32508
Chief of Naval Education and Training
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Aerospace Medical Research Laboratory
Naval Air Station
Pensacola FL 32508
Commanding Officer
Personnel Support Activity
Naval Air Station
Pensacola FL 32508-6600
Commanding Officer
Naval Supply Center
Pensacola, FL 32508-6200
Commanding Officer
Navy Regional Data Automation Center
Naval Air Station
Pensacola FL 32508-6100
Commanding Officer
Naval Legal Service Office
Naval Air Station
Pensacola, FL 32508-6000
Commanding Officer
Naval Dental Clinic
Pensacola, FL 32508-5800
Commanding Officer
Naval Aerospace Medical Institute
Naval Air Station
Pensacola FL 32508-5600
Commanding Officer
Naval Hospital
Pensacola FL 32512
Commanding Officer
Naval Dental Clinic
Orlando FL 32813-6400
Commanding Officer
Naval Hospital
Orlando FL 32813-5200
Commander
Naval Training Center
Orlando, FL 32813-5005
Commanding Officer
Personnel Support Activity
Orlando FL 32813-5016
Commanding Officer
Naval Training Systems Center
Orlando FL 32813-7100
Commanding Officer
Naval Security Group Activity

Homestead FL 33039-6428
Commanding Officer
Naval Medical Clinic
Key West FL 33040

GEORGIA

Commanding Officer
Naval Air Station Atlanta
Marietta GA 30060-5099
Director
6th Marine Corps District
75 Piedmont Ave NE
Atlanta GA 30303
Commanding Officer
Navy Supply Corps School
Athens, GA 30606-5000
Director
Navy Office of Information, Southeast
1365 Peachtree St, NE, Suite 450
Atlanta GA 30309
Commanding Officer
Naval Submarine Base
Kings Bay, GA 31547-5000
Commanding General
Marine Corps Logistics
Base Atlantic
Albany GA 31704

HAWAII

Director Consolidated
Civilian Personnel Office
Pearl Harbor
4300 Radford Drive
Honolulu HI 96818
Commanding Officer
Naval Station
Pearl Harbor, HI 96860
Commander Submarine Force
U. S. Pacific Fleet
Pearl Harbor, HI 96860-6550
Commander in Chief
US Pacific Fleet
Pearl Harbor HI 96860-7000
Commander
Naval Logistics Command
U. S. Pacific Fleet
Pearl Harbor, HI 96860-7050
Commander
Third Fleet
Pearl Harbor HI 96860-7500
Commander
Naval Base
Pearl Harbor HI 96860
Commander
U. S. Naval Forces Central Command
Pearl Harbor, HI 96860
Commanding Officer
Personnel Support Activity Hawaii
Box 302
Pearl Harbor HI 96860
Commander
Fleet Intelligence Support Center Pacific
Pearl Harbor HI 96860
Officer in Charge
Navy Resale Activity
Naval Base
Pearl Harbor, HI 96860
Commander
Submarine Force
US Pacific Fleet
Pearl Harbor HI 96860
Commander
Pacific Division
Naval Facilities Engineering Command
Pearl Harbor, HI 96860
Commanding Officer
Naval Submarine Base
Pearl Harbor, HI 96860
Commander
Naval Logistics Command
US Pacific Fleet
Pearl Harbor HI 96860-7050
Commanding Officer
Naval Dental Clinic
Box 111
Pearl Harbor HI 96860-5030
Commanding Officer
Navy Medical Clinic
Box 121
Pearl Harbor HI 96860
Officer in Charge
Navy Environmental and Preventative Medicine Unit No 6
Box 112
Pearl Harbor HI 96860
Commanding Officer
Naval Western Oceanography Center
Box 113
Pearl Harbor HI 96860-5050
Commanding Officer
Navy Data Automation Facility
Box 140
Pearl Harbor HI 96860
Director
Office of Civilian Personnel Management
Pacific Region
Box 119
Pearl Harbor HI 96860-5060
Commanding Officer
Naval Legal Service Office
Pearl Harbor HI 96860
Commanding Officer
Naval Supply Center
Box 300
Pearl Harbor, HI 96860-5300
Commanding General
Fleet Marine Force, Pacific
Camp H.M.Smith, HI 96861
Commander
Marine Corps Bases Pacific
Camp H.M. Smith, HI 96861
Commander
Naval Medical Command
Pacific Region
Naval Air Station
Barbers Point HI 96862
Commanding Officer
Naval Air Station
Barbers Point, HI 96862
Commanding Officer
Marine Corps Air Station
Kaneohe Bay HI 96863

ILLINOIS

Commanding Officer
Naval Air Station
Glenview IL 60026-5000
Commander
Naval Training Center
Great Lakes, IL 60088-5000
Commanding Officer
Naval Legal Service Office
Rm 230, Bldg 1
Great Lakes IL 60088-5029
Commanding Officer
Naval Dental Clinic
Great Lakes IL 60088-5258
Commander
Naval Medical Command
Northeast Region
Great Lakes IL 60088-5200
Commanding Officer
Navy Drug Screening Laboratory
Bldg 38-H
Great Lakes IL 60088-5223
Commanding Officer
Naval Hospital
Great Lakes IL 60088-5230
Commanding Officer
Naval Dental Research Institute

Great Lakes IL 60088-5259
Commander
Naval Reserve Readiness Command
Region Thirteen
Bldg 1 Naval Training Center
Great Lakes IL 60088-5026
Commanding Officer
Personnel Support Activity
Great Lakes IL 60088-5500
Commanding Officer
Navy Regional Finance Center
Bldg. 3400
Great Lakes IL 60088-5797
Director
Navy Office of Information, Midwest
55 E. Monroe St, Suite 1536
Chicago IL 60603-5705

Commander
Naval Reserve Readiness Command
Region 18
301 Navy Drive
Industrial Airport KS 66031-0031
Director
9th Marine Corps District
10000 West 25th Street
Shawnee Mission KS 66204

LOUISIANA

Commanding Officer
Naval Support Activity
New Orleans, LA 70142-5000
Director Consolidated
Civilian Personnel Office
Naval Support Activity
New Orleans, LA 70142-5200
Commanding Officer
Personnel Support Activity
Naval Support Activity
Bldg 123
New Orleans, LA 70142-5400
Commander
Naval Reserve Readiness Command
Region Ten
Bldg 11 Naval Support Activity
New Orleans LA 70142-5600
Commanding Officer
Naval Air Station
New Orleans LA 70143-5000
Commanding Officer
Navy Regional Data Automation Center
New Orleans, LA 70145-7700
Commanding Officer
Naval Medical Clinic
New Orleans LA 70146
Director
8th Marine Corps District
New Orleans LA 70146
Director
Navy Air Logistics Office
4400 Dauphine Street
New Orleans LA 70146-7500
Commander
Naval Reserve Force
4400 Dauphine Street
New Orleans, LA 70146-5000
Commander
Naval Air Reserve Force
New Orleans, LA 70146-5200
Commanding Officer
Naval Reserve Personnel Center
New Orleans LA 70149-7800
Commanding Officer
Enlisted Personnel
Management Center
New Orleans LA 70159-7900
Commanding Officer
Naval Biodynamics Laboratory
PO Box 29407
New Orleans LA 70189

MARYLAND

Commander
David W. Taylor Naval Ship Research and Development Center
Bethesda, MD 20084-5000
Commanding Officer
Naval Hospital
Patuxent River MD 20670-5370
Commanding Officer
Naval Security Group Activity
Fort George G Meade MD 20755-5290
Commanding Officer
Naval Medical Research and Development Command
Naval Medical Command NATCAP Region
Bethesda, MD 20814
Commanding Officer
Naval Medical Research Institute
Naval Medical Command
National Capital Region
Bethesda, MD 20814
Commanding Officer
Naval Hospital
Bethesda MD 20814
Commanding Officer
Naval Dental Clinic
Bethesda MD 20814
Commander
Naval Medical Command
National Capital Region
Bethesda MD 20814
Commanding Officer
Naval Medical Data Service Center
Naval Medical Command
National Capital Region
Bethesda, MD 20814
Commanding Officer
Naval School of Health Sciences
Naval Medical Command
National Capital Region
Bethesda, MD 20814-5033
Commanding Officer
Naval Health Sciences Education and Training Command
Naval Medical Command NATCAP Region
Bethesda, MD 20814-5022
Superintendent
U. S. Naval Academy
Annapolis MD 21402-5000
Commanding Officer
Naval Station
Annapolis MD 21402
Commanding Officer
Naval Medical Clinic
Annapolis MD 21402

MASSACHUSETTS

Commanding Officer
Naval Air Station
South Weymouth MA 02190-5000
Director
Navy Office of Information, New England
408 Atlantic Avenue
Boston, MA 02210-2209

MICHIGAN

Commanding Officer
Naval Air Facility Detroit
Mt Clemens MI 48045-5008

MINNESOTA

Commander Naval Reserve
Readiness Command Region Sixteen
Bldg 715
Minn-St Paul International Airport
Minneapolis MN 55450-2996

MISSISSIPPI

Commanding Officer
  Naval Air Station
  Meridian MS 39309-5000
Governor
  Naval Home
  01800 East Beach Blvd
  Gulfport MS 39501-1793
Commanding Officer
  Naval Oceanographic Office
  Bay St. Louis
  NSTL, MS 39522-5001
Commander
  Naval Oceonography Command
  NSTL, MS 39529-5000
Commanding Officer
  Naval Ocean Research and Development Activity
  NSTL, MS 39529-5004

MISSOURI

Director
  Marine Corps Automated Services Center
  1500 E Bannister Rd
  Kansas City MO 64131
Director
  Marine Corps Reserve Forces
  Administrative Center
  1500 East Bannister Road
  Kansas City MO 64131
Commanding Officer
  Marine Corps Finance Center
  Kansas City MO 64197

NEVADA

Commanding Officer
  Naval Air Station
  Fallon NV 89406

NEW HAMPSHIRE

Commanding Officer
  Naval Medical Clinic
  Portsmouth NH 03801

NEW JERSEY

Commander
  Military Sealift Command, Atlantic
  Military Ocean Terminal, Bldg 32
  Bayonne, NJ 07002
Director
  Naval Audit Service Northeast Region
  Central Camden Parkade Bldg 215
  30 North 5th Street
  Camden NJ 08102
Commanding Officer
  Naval Air Propulsion Center
  P.O. Box 7176
  Trenton, NJ 08628-0176
Commanding Officer
  Naval Air Engineering Center
  Lakehurst, NJ 08733-5000

NEW YORK

Director
  Navy Office of Information, East
  133 E. 58th St, 15th Floor
  New York NY 10022-1236
Commander
  Navy Resale and Services Support Office
  Fort Wadsworth
  Staten Island NY 10305-5097
Officer in Charge
  Navy Motion Picture Service
  Flushing and Washington Aves
  Brooklyn NY 11251-8400
Director
  1st Marine Corps District
  605 Stewart Ave
  Garden City
  Long Island NY 11533
Commander
  Naval Reserve Readiness Command
  Region Two Bldg 1
  Scotia NY 12302-9465

NORTH CAROLINA

Commander
  Marine Corps Air Bases Eastern Area
  Marine Corps Air Station
  Cherry Point NC 28533
Commanding General
  Marine Corps Air Station
  Cherry Point NC 28533
Commanding General
  2nd Marine Aircraft Wing
  Marine Corps Air Station
  Cherry Point NC 28533
Commanding Officer
  Naval Hospital
  Cherry Point NC 28533
Commanding Officer
  Marine Corps Air Station
  (Helicopter)
  New River
  Jacksonville N C 28540
Commanding General
  Force Troops Atlantic
  2D Force Service Support Group FMF
  Camp Lejeune NC 28542
Commanding General
  Marine Corps Base
  Camp Lejeune NC 28542
Commanding Officer
  Naval Dental Clinic
  Camp Lejeune NC 28542
Commanding Officer
  Naval Hospital
  Camp Lejeune NC 28542
Commanding General
  2nd Marine Division FMF
  Camp Lejeune NC 28542

OHIO

Director
  Navy Family Allowance Activity
  Anthony J. Celebrezze Federal Bldg.
  1240 East 9th Street
  Cleveland OH 44199-2087
Commanding Officer
  Navy Finance Center
  Anthony J Celebrezze Federal Bldg
  Cleveland OH 44199-2055
Commanding Officer
  Personnel Support Activity
  Anthony J. Celebrezze Federal Bldg.
  Cleveland OH 44199-2072
Commander
  Naval Reserve Readiness Command
  Region Five Bldg 1033 USAAP
  Ravenna OH 44266

PENNSYLVANIA

Commanding Officer
  Navy Resale and Services Support Office
  Field Support Office
  Box 2050
  Mechanicsburg, PA 17055
Commander
  Naval Air Development Center
  Warminster PA 18974-5000
Commanding Officer

Naval Air Station
Willow Grove PA 19090-5010
Commanding Officer
Naval Air Reserve Anti-Submarine
Warfare Training Center
Naval Air Station
Willow Grove PA 19090-5010
Commander
Naval Base
Philadelphia PA 19112-5098
Commanding Officer
Personnel Support Actinel Support Activity
Philadelphia PA 19112-5097
Commander
Naval Base Boston
Philadelphia PA 19112-5098
Commander
Naval Base New York
Philadelphia PA 19112
Commanding Officer
Naval Legal Service Office
Naval Base
Philadelphia PA 19112
Commanding Officer
Northern Division
Naval Facilities Engineering Command
Philadelphia, PA 19112
Commanding Officer
Naval Dental Clinic
Philadelphia, PA 19112-5091
Commander
Naval Reserve Readiness Command
Region Four Bldg 662 Naval Base
Philadelphia PA 19112-5070
Director
Office of Civilian Personnel Management
Northeast Region
Bldg 75-3 Naval Base
Philadelphia PA 19112-5006
Director
Consolidated Civilian Personnel Office
Bldg 75 Naval Base
Philadelphi PA 19112-5073
Director
4th Marine Corps District
Bldg 75 Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Hospital
17th St and Pattison Ave
Philadephia PA 19145

PUERTO RICO

Commanding Officer
Camp Garcia
Fleet Marine Force Atlantic
Vieques PR 00765

RHODE ISLAND

Commander
Naval Education and Training Center
Newport RI 02841-5000
Commanding Officer
Navy Data Automation Facility, Newport
Bldg 1A
Newport RI 02841-5053
Commanding Officer
Naval Dental Clinic
Newport RI 02841
Commanding Officer
Naval Hospital
Newport RI 02841
Commanding Officer
Naval Underwater Systems Center
Newport RI 02841-5047
President
Naval War College
Newport RI 02841
Commanding Officer
Naval Legal Service Office
Naval Education and Training Center
Newport RI 02841
Commander
Naval Reserve Readiness Command
Region One Bldg 344
Naval Education and Training Center
Newport RI 02841-5016
Commanding Officer
Naval Justice School
Newport RI 02841-5030
Commanding Officer
Personnel Support Activity
Naval Education and Training Center
Newport RI 02841-5062
Commanding Officer
Navy Resale and Services Support Office
Field Support Office Davisville
North Kingstown, RI 02852-0799

SOUTH CAROLINA

Commander
Naval Base
Charleston SC 29408-5100
Commanding Officer
Naval Legal Service Office
Charleston SC 29408
Commanding Officer
Naval Supply Center
Charleston, SC 29408-6300
Commanding Officer
Naval Dental Clinic
Charleston SC 29408
Commanding Officer
Naval Hospital
Charleston SC 29408-6900
Commander
Naval Reserve Readiness Command
Region Seven
Naval Base
Charleston SC 29408-6050
Commanding Officer
Naval Security Group Activity
Naval Base
Charleston SC 29408-6200
Commanding Officer
Personnel Support Activity
Charleston SC 29408
Director
Consolidated Civilian Personnel Office
Naval Base
Charleston, SC 29408-8000
Commanding Officer
Polaris Missile Facility
Atlantic
Charleston SC 29408-5700
Commanding Officer
Southern Division
Naval Facilities Engineering Command
P.O. Box 10068
Charleston, SC 29411-0068
Commanding Officer
Marine Corps Air Station
Beaufort SC 29902
Commanding Officer
Naval Hospital
Beaufort SC 29902
Commanding General
Marine Corps Recruit Depot
Parris Island SC 29905
Commanding Officer
Naval Dental Clinic
Parris Island SC 29905

TENNESSEE

Commander
Naval Reserve Readiness Command
Region Nine

Bldg E35 Naval Air Station Memphis
Millington TN 38054-5048
Commanding Officer
Naval Legal Service Office
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Hospital
Millington TN 38054
Chief of Naval
Technical Training
Naval Air Station
Memphis
Millington TN 38054-5056
Commanding Officer
Personnel Support Activity
Naval Air Station Memphis (10)
Millington TN 38054-5099

TEXAS

Commanding Officer
Naval Air Station
Dallas TX 75211-9501
Commander
Naval Reserve Readiness Command
Region Eleven
Bldg 11 Naval Air Station
Dallas TX 75211-9502
Director
Navy Office of Information, Southwest
1114 Commerce Street, Suite 811
Dallas TX 75242
Commanding Officer
Naval Air Station
Chase Field
Beeville TX 78103-5000
Director
Naval Civilian Personnel Data
System Center
Randolph AFB TX 78150-5000
Commanding Officer
Naval Air Station
Corpus Christi TX 78419-5000
Chief of Naval Air Training
Naval Air Station
Corpus Christi TX 78419-5100
Commanding Officer
Naval Legal Service Office
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Naval Hospital
Corpus Christi TX 78419
Commanding Officer
Personnel Support Activity
Naval Air Station
Corpus Christi TX 78419-5208

VIRGINIA

Auditor General of the Navy
P.O. Box 1206
Falls Church VA 22041
Director
Naval Audit Service Headquarters
PO Box 1206
Falls Church VA 22041
Commanding General
Marine Corp Development and Education Command
Quantico VA 22134
Commanding Officer
Marine Security Guard Battalion
State Department
Quantico VA 22134
Commanding Officer
Naval Medical Clinic
Quantico VA 22134
Director
Office of Personnel Management
800 N. Quincy St
Arlington VA 22203-1998
Director
Office of Civilian Personnel Management
Capital Region
801 N. Randolph St.
Arlington VA 22203-1927
Director
Naval Council of Personnel Boards
Ballston Centre Tower #2
801 N. Randolph St
Arlington VA 22203-1989
Commander
Navy Recruiting Command
4015 Wilson Boulevard
Arlington VA 22203-1991
Commanding Officer
Headquarters Battalion
Headquarters US Marine Corps
Henderson Hall
Arlington VA 22214
Commanding Officer
Marine Security Guard Battalion
Headquarters (State Department)
US Marine Corps Henderson Hall
Arlington VA 22214
Chief of Naval Research
800 North Quincy St
Arlington VA 22217
Commanding Officer
Navy Petroleum Office
Cameron Station
Alexandria VA 22314
Commander
Naval Legal Service
Department of the Navy
200 Stovall Street
Alexandria VA 22332
Judge Advocate General
Navy Department
200 Stovall Street
Alexandria VA 22332
Senior Member
Board of Decorations and Medals
Hoffman II, Room 8N23
Alexandria, VA 22332-2100
Chief
Navy-Marine Corps Trial Judiciary
200 Stovall Street
Alexandria VA 22332
Commander
Naval Facilities Engineering
Command NAVFACENGCOM Hdqtrs
200 Stovall Street
Alexandria VA 22332-2300
Commander
Naval Surface Weapons Center
Dahlgren VA 22448-5000
Commanding Officer
Naval Security Group Activity
Northwest
Chesapeake VA 23322-5000
Director
Naval Audit Service Southeast Region
5701 Thurston Ave
Virginia Beach VA 23455
Commanding Officer
Naval Medical Clinic
Norfolk VA 23508-1298
Commander
Naval Medical Command
Mid-Atlantic Region
Norfolk, VA 23508-1297
Officer in Charge
Personnel Support Activity Det
Atlantic Fleet Headquarters
Support Activity
Norfolk VA 23511
Commanding Officer
Navy Resale and Services Support Office
Field Support Office
Bldg. CD-1, Naval Base
Norfolk, VA 23511-0001

Commanding Officer
Camp Elmore
U.S. Marine Corps 23511
Commanding Officer
Naval Eastern Oceanography Center
Mcadie Bldg (U-117)
Naval Air Station
Norfolk VA 23511-5399
Commanding Officer
Fleet Accounting and Disbursing Center U S Atlantic Fleet
Building X-132 Naval Station
Norfolk VA 23511-6096
Commanding Officer
Navy Environmental Health Center
Naval Station
Norfolk VA 23511
Officer in Charge
Navy Environmental and Preventive Medicine Unit No 2
Norfolk VA 23511
Commanding officer
Personnel Support Activity
Norfolk VA 23511
Director
Fleet Home Town News Center
Norfolk VA 23511
Commanding Officer
Fleet Intelligence Center
Europe and Atlantic
Norfolk VA 23511
Commanding General
Fleet Marine Force Atlantic/Commanding General Fleet Marine Force Europe (Designate)
Norfolk VA 23511
Commanding Officer
Naval Administrative Command
Armed Forces Staff College
Norfolk VA 23511-6097
Commanding Officer
Naval Air Station
Norfolk VA 23511
Commander
Atlantic Division
Naval Facilities Engineering Command
Norfolk, VA 23511-6287
Commanding Officer
Naval Alcohol Rehabilitation Center
Building J-50
Naval Station
Norfolk VA 23511-6298
Commander
Naval Base
Norfolk VA 23511-6002
Commanding Officer
Naval Education and Training
Support Center, Atlantic
Norfolk VA 23511-6197
Commanding Officer
Naval Legal Service Office
Naval Base
Norfolk VA 23511
Commanding Officer
Naval Dental Clinic
Norfolk VA 23511
Commander
Naval Safety Center
Naval Air Station
Norfolk VA 23511
Commanding Officer
Navy Drug Screening Laboratory
Naval Air Station
Bldg S-33
Norfolk VA 23511
Commander
Naval Surface Force
US Atlantic Fleet
Norfolk VA 23511-6292
Commander
Oceanographic System Atlantic
Norfolk VA 23511-6687
Director
Office of Civilian Personnel Management
Southeast Region
Bldg A-67 Naval Station
Norfolk VA 23511-6098
Director
Consolidated Civilian
Personnel Office
Bldg N-26 Naval Base
Norfolk VA 23511-6799
Commanding Officer
Navy Regional Data Automation Center
Norfolk VA 23511-6497
Commander
Submarine Force
US Atlantic Fleet
Norfolk VA 23511
Commander in Chief
US Atlantic Fleet
Norfolk VA 23511
Commander Naval Air Force
US Atlantic Fleet
Norfolk VA 23511-5188
Commander Training Command
US Atlantic Fleet
Norfolk VA 23511-6597
Commanding Officer
Naval Supply Center
Norfolk, VA 23512-5000
Commanding Officer
Naval Amphibious Base, Little Creek
Norfolk, VA 23521
Commanding Officer
Naval Ophthalmic Support and Training Activity
Yorktown, VA 23690
Commanding Officer
Naval Weapons Station
Yorktown, VA 23691-5000
Commanding Officer
Naval Hospital
Portsmouth VA 23708-5000

WASHINGTON

Commanding Officer
Navy Resale and Services Support Office
Field Support Office
2801 'C' Street, SW
Auburn, WA 98001-7499
Officer in Charge
Marine Corps Reserve Training Center
Hangar #1
Naval Air Station
Seattle WA 98115
Commander
Naval Reserve Readiness Command
Region Twenty-Two Bldg 9
Naval Station
Seattle WA 98115-5009
Commanding Officer
Naval Medical Clinic
Naval Station
Seattle WA 98115-5004
Commanding Officer
Naval Hospital
Oak Harbor WA 98278-8800
Commanding Officer
Naval Dental Clinic
Bremerton, WA 98314
Commanding Officer
Naval Supply Center, Puget Sound
Bremerton, WA 98314-5100
Commanding Officer
Naval Hospital
Bremerton WA 98314-5315
Commanding Officer
Personnel Support Activity
Puget Sound (Bangor)
Bremerton WA 98315-5700
Commanding Officer
Naval Submarine Base, Bangor
Bremerton, WA 98315-5000
Commanding Officer
Strategic Weapons Facility, Pacific
Bremerton, WA 98315-5500

Officer in Charge
Marine Corps Reserve Training Center
1702 Tahoma Avenue
Yakima WA 98902

APO/FPO ADDRESSES

Commanding Officer
U.S. Naval Security Group Activity
(Athens, Greece)
APO NY 09223-6429
Commanding Officer
US Naval Security Group Activity (San Vito DeiNormanni)
APO New York 09240-5000
Commander
US Naval Forces Azores
APO New York 09406
Commanding Officer
US Naval Security Group Activity (Terceira Island)
APO New York 09406
Commanding Officer
US Naval Security Group Activity (Augsburg)
APO New York 09458
Commander
Amphibious Group 2
FPO New York 09501-6007
Commander
Middle East Force
FPO New York 09501-6008
Commander
Second Fleet
FPO New York 09501-6000
Commander
Sixth Fleet
FPO New York 09501-6002
Commander in Chief
US Naval Forces Europe
FPO New York 09510
US Commander
Eastern Atlantic
FPO New York 09510
Counsel
European Branch
Office of the General Counsel
Department of the Navy
FPO New York 09510
Commander
Military Sealift Command, Europe
Box 3
FPO NY 09510-3700
Officer in Charge
U.S. Navy Resale Activity
United Kingdom
P.O. Box 46
FPO New York 09510
Commanding Officer
US Navy Personnel Support
Activity United Kingdom/
Northern Europe
FPO New York 09510
Commanding Officer
Marine Barracks (London)
US Naval Activities
FPO New York 09510-0500
Commanding Officer
Office of Naval Research
Branch Office Box 39 (London)
FPO New York 09510-0700
Commander
US Naval Medical Command
European Region (London)
FPO New York 09510
Commander
US Naval Activities United Kingdom
FPO New York 09510
Commanding Officer
U.S. Naval Support Activity (Holy Loch)
FPO NY 09514
Commanding Officer
US Naval Security Group
Activity (Edzell, Scotland)
FPO New York 09518-1000

Commander
Fleet Air Mediterranean
FPO New York 09521
Commanding Officer
US Naval Legal Service Office (Naples)
US Naval Support Activity
FPO New York 09521
Commanding Officer
US Naval Hospital (Naples, Italy)
PO Box 19
FPO New York 09521
Commanding Officer
U.S. Naval Security Group Activity (Naples)
Box 37
FPO NY 09521-4000
Commanding Officer
US Naval Support Activity (Naples)
FPO New York 09521
Commanding Officer
U.S. Naval Dental Clinic (Naples)
FPO New York 09521
Officer in Charge
U.S. Navy Resale Activity (Naples)
U.S. Naval Support Activity
FPO New York 09521
Commanding Officer
US Navy Personnel Support Activity
Mediterranean Box 20
FPO New York 09521
Commanding Officer
U.S. Naval Air Station (Sigonella)
FPO NY 09523
Commanding Officer
U.S. Naval Medical Research Unit #3 (Cairo)
FPO NY 09527-1600
Commanding Officer
U.S. Naval Support Activity (Souda Bay)
FPO NY 09528-0051
Commander
US Naval Activities Spain FPO New York 09540
Officer in Charge
U.S. Navy Resale Activity (Rota)
U.S. Naval Station
FPO New York 09540
Commanding Officer
US Naval Hospital (Rota)
FPO New York 09540
Commanding Officer
US Naval Station (Rota)
FPO New York 09540-1000
Commander
Fleet Air Caribbean
FPO New York 09551
Commanding Officer
US Naval Air Station (Bermuda)
FPO New York 09560
Officer in Charge
U.S. Navy Resale Activity (Bermuda)
U.S. Naval Air Station
FPO New York 09560
Commander
Fleet Air Keflavik
FPO New York 09571
Commanding Officer
Naval Security Group Activity (Keflavik)
FPO New York 09571-0514
Commander
US Naval Forces Iceland
FPO New York 09571
Commanding Officer
US Naval Station (Keflavik)
FPO New York 09571
Officer in Charge
U.S. Navy Resale Activity (Keflavik)
U.S. Naval Station
FPO New York 09571
Commanding Officer
U S Naval Station (Guantanamo Bay)
FPO New York 09593
Commanding Officer
US Naval Air Station (Guantanamo Bay)
FPO New York 09593

Commander
US Naval Base (Guantanamo Bay)
Box 34
FPO New York 09593
Commanding Officer
US Naval Hospital (Guantanamo Bay)
FPO New York 09593
Commanding Officer
US Naval Security Group Activity (Guantanamo)
US Naval Base Box 41
FPO New York 09593-0141
Commander
South Atlantic Force,
US Atlantic Fleet
FPO Miami 34099-6004
Commander
U.S. Naval Forces, Caribbean
FPO Miami 34051-8000
Commanding Officer
US Naval Station (Roosevelt Roads)
FPO Miami 34051
Commanding Officer
US Naval Hospital (Roosevelt Roads)
FPO Miami 34051
Commanding Officer
US Naval Dental Clinic (Roosevelt Roads)
FPO Miami 34051
Commanding Officer
U.S. Naval Support Activity (Antiqua)
FPO Miami 34054
Commander
U.S. Naval Forces Southern Command
FPO Miami 324059
Commanding Officer
U.S. Naval Security Group Activity
(Galeta Island, Republic of Panama)
FPO Miami 34060-9998
Commanding Officer
U.S. Naval Security Group Activity
(Pyongtack, Republic of Korea)
APO San Francisco 96271-0134
Commanding Officer
U S Naval Security Group Activity (Philippines)
APO San Francisco 96274-5000
Commander
U S Forces Korea
APO San Francisco 96301-0023
Commander
US Naval Forces Korea
APO San Francisco 96301
Commander
US Forces Japan
APO San Francisco 96328
Commanding Officer
US Naval Security Group
Activity
Torii Station
APO San Francisco 96331-1608
Commanding Officer
U.S. Naval Security Group Activity(Misawa, Japan)
APO San Francisco 96519-0006
Commanding Officer
US Naval Medical Research Unit No 2 (Philippines)
APO San Francisco 96528
Commander
Amphibious Group 1
FPO San Francisco 96601-6006
Commander
Carrier Strike Force
Seventh Fleet
FPO San Francisco 96601-6005
Commander
Cruiser Destroyer Force
Seventh Fleet
FPO San Francisco 96601
Commander
Seventh Fleet
FPO San Francisco 96601-6003
Commander Amphibious Force
Seventh Fleet
FPO San Francisco 96601
Commander
US Naval Support Force Antarctica
FPO San Francisco 96601
Commanding General
III Marine Amphibious Force FMF
FPO San Francisco 96602
Commanding General
1st Marine Aircraft Wing
FPO San Francisco 96602
Commanding General
3D Marine Division FMF
FPO San Francisco 96602
Commanding Officer
U.S. Naval Station (Guam)
FPO San Francisco 96630-1000
Commander
US Naval Base (Guam)
FPO San Francisco 96630-1000
Commander
US Naval Forces Marianas
FPO San Francisco 96630-0051
Commanding Officer
US Naval Legal Service Office (Guam)
Box 177, U.S. Naval Station
FPO San Francisco 96630-2400
Commanding Officer
US Naval Hospital (Guam)
FPO San Francisco 96630-1600
Commanding Officer
US Naval Station (Guam)
FPO San Francisco 96630-1000
Commanding Officer
U.S. Naval Dental Clinic(Guam)
FPO San Francisco 96630-1670
Commanding Officer
US Navy Personnel Support
Activity Guam
FPO San Francisco 96630
Officer in Charge
U.S. Navy Resale Activity (Guam)
U.S. Naval Station
FPO San Francisco 96630
Officer in Charge
U.S. Navy Resale Activity (Philippines)
U.S. Naval Station
FPO San Francisco 96651
Commander
US Naval Forces Philippines
Box 30
FPO San Francisco 96651-0051
Commanding Officer
US Navy Personnel Support
Activity Philippines
Box 45
FPO San Francisco 96651
Commanding Officer
US Naval Legal Service Office (Philippines)
U.S. Facility
FPO San Francisco 96651-2400
Commanding Officer
US Naval Station (Philippines)
FPO San Francisco 96651-1000
Commanding Officer
U.S. Naval Dental Clinic (Philippines)
FPO San Francisco 96651-1600
Commanding Officer
US Naval Hospital (Philippines)
FPO San Francisco 96652-1600
Commanding Officer
US Naval Air Station (Cubi Point, Philippines)
FPO San Francisco 96654
Officer in Charge
U.S. Navy Resale Activity (Australia)
U.S. Naval Communication Station
FPO San Francisco 96680
Commanding Officer
U.S. Naval Support Activity (Diego Garcia)
FPO San Francisco 96685-2000
Commander
Military Sealift Command, Far East
FPO Seattle 98760
Commander
Fleet Activities
FPO Seattle 98762

Officer in Charge
  U.S. Navy Resale Activity (Yokosuka)
  Fleet Activities
  FPO Seattle 98762
Commander
  US Naval Forces Japan
  FPO Seattle 98762-0051
Commanding Officer
  US Naval Legal Service Office (Yokosuka)
  Box 14
  FPO Seattle 98762-2400
Commanding Officer
  US Navy Personnel Support Activity
  Far East
  FPO Seattle 98762
Commanding Officer
  Marine Corps Air Station (Iwakuni)
  FPO Seattle 98764
Commanding Officer
  US Naval Dental Clinic (Yokosuka)
  FPO Seattle 98765-1600
Commanding Officer
  US Naval Hospital (Yokosuka)
  FPO Seattle 98765-1600
Commander Fleet Air
  Western Pacific
  FPO Seattle 98767-2700
Commanding Officer
  U.S. Naval Security Group Activity
  (Kamiseya)
  FPO Seattle 98768-1810
Commander
  Fleet Activities/US Naval Air
  Facility
  FPO Seattle 98770
Commanding Officer
  US Marine Corps Air Station
  (Helicopter) (Futemma, Okinawa)
  FPO Seattle 98772
Commanding General
  Marine Corps Base
  Camp Smedley D Butler (Kawasaki, Okinawa)
  FPO Seattle 98773
Commanding Officer
  Naval Security Group Activity (Adak)
  FPO Seattle 98777-1800
Commanding Officer
  U S Naval Hospital (Okinawa)
  FPO Seattle 98778-1610
Commanding Officer
  US Naval Dental Clinic (Okinawa)
  FPO Seattle 98778-1600

DEFENSE CONTRACT AUDIT AGENCY

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

RDCAA 152.2

System name:

152.2 Personnel Security Data Files.

System location:

Primary System - Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

Decentralized Segments - Director of Personnel, DCAA; DCAA Regional Offices: Chiefs of Personnel Divisions and Regional Security Officers whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Categories of individuals covered by the system:

All applicants for employment with DCAA; all DCAA employees; all military personnel assigned, detailed, or attached to DCAA; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

Categories of records in the system:

Section One contains copies of individual's employment applications, security investigative questionnaires, requests for, and approval or disapproval of, emergency appointment authority; requests for investigation or security clearance; interim and final security clearance certificates.

Section Two contains non record copies of investigations, or summaries or extracts of the results of investigations, furnished by investigative agencies, conducted to determine suitability, eligibility or qualifications for Federal civilian employment, military service, or access to classified information.

Section Three contains summaries or extracts of reports of investigation, internal Agency memorandums and correspondence furnishing analysis of results of investigations in so far as their relationship to the criteria set forth in the Executive Order 10450, in the Federal Personnel Manual and in Department of Defense and DCAA Directives and Regulations; comments and recommendations of the DCAA Central Clearance Group to the Director, DCAA, and determination by the Director, DCAA.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information '.

Purpose(s):

To provide a basis for requesting appropriate investigations; to permit determinations on employment or retention; to authorize and record access to classified information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Sections One and Three - Paper records in file folders. Section Two - Paper records and microfiche in file folders.

Retrievability:

Folders are filed by file series then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by last name of individual concerned.

Safeguards:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours.

Retention and disposal:

Section One and Three: Records pertaining to Federal employees, military personnel, and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, transfer of military personnel from DCAA, and upon termination of the contracts of contractor personnel. Records pertaining to applicants are destroyed if an appointment to the Agency is not made.

System manager(s) and address:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria VA 22304-6178
Telephone: Area Code 202/274-7283

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD Directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing offices' identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Headquarters, DCAA: Security Officer and Director of Personnel; DCAA Regional Offices: Chiefs of Personnel Divisions, Regional Security Officers, Chiefs of Field Audit Offices.

Exemptions claimed for the system:

None.

RDCAA 152.5

System name:

152.5 Notification of Security Determinations.

System location:

Primary System-Regional Security Officer, DCAA Regional Office; Security Control Officer, DCAI.

Categories of individuals covered by the system:

DCAA personnel and applicants for DCAA employment on whom specific security or suitability action must be taken.

Categories of records in the system:

Records may contain a summary of pertinent security or suitability information; the results of security determinations approved by the Director, DCAA; and directed or recommended actions to be taken at DCAA Regional Office, Field Audit Office or DCAI level.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended and Executive Order 12356, 'National Security Information'.

Purpose(s):

To permit required actions of a suitability or security nature to be taken by appropriate DCAA officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Folders are filed by organizational element, then alphabetically by name of person concerned.

Safeguards:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours.

Retention and disposal:

Destruction is directed individually in each case upon completion of final security or suitability actions or automatically upon nonappointment of applicants or separation of employees, whichever is earlier.

System manager(s) and address:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA system notices.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Results of investigations received from Federal agencies and recommendations for action from appropriate DCAA Headquarters staff elements.

Exemptions claimed for the system:

None.

RDCAA 152.6

System name:

152.6 Regional and DCAI Security Clearance Request Files.

System location:

Primary System-Security Officers of DCAA Regional Offices and Security Control Officer, DCAI, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segment-Security Officer, Headquarters, DCAA.

Categories of individuals covered by the system:

All applicants for employment with DCAA; all DCAA employees; all military personnel assigned, detailed, or attached to DCAA; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

Categories of records in the system:

Files contain personnel security data forms submitted by employees and applicants and required in the processing of security investigations; requests for various types of security clearance actions; and requests for and approvals/disapprovals of changes of sensitivity of positions.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information'.

Purpose(s):

To prepare necessary paperwork and documentation upon which to base requests to Headquarters, DCAA for appointments to sensitive positions, and for security clearance and to retain support documents pending approval of appointment and/or granting clearance

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual concerned in subject file.

Safeguards:

Records are accessible only to those authorized personnel required to prepare, review, process, and type necessary documents. Records are stored in locked filing cabinets after normal business hours and are stored in locked rooms and buildings after normal business hours.

Retention and disposal:

These are transitory files at DCAA Regional Offices and DCAI level and are maintained only during processing and pending final action on requests; upon receipt of final action taken on request, files are destroyed. Segments of the system held by the Security Officer, DCAA are destroyed upon separation of the employee or after non-appointment of an applicant.

System manager(s) and address:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Regional Security Officers, DCAA and Security Control Officers; DCAI, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address. Visits are limited to those offices (Headquarters and 6 Regional Offices) listed in the DoD directory in the appendix to DCAA system notices.

In personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determinations may be obtained the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178

Record source categories:

Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Officers, DCAA Regional Offices; Chiefs of DCAA field audit offices; Manager, DCAI.

Exemptions claimed for the system:

None.

RDCAA 152.7

System name:

152.7 Clearance Certification.

System location:

Primary System-Regional Security Officers DCAA Regional Offices, Security Control Officers, DCAA Field Audit Offices, Field Detachment and DCAI, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segments-Security Officer, DCAA, and Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Categories of individuals covered by the system:

All DCAA personnel who require access to classified information.

Categories of records in the system:

Files contain interim and final security clearance certificates attesting to type of investigation conducted and degree of access to classified information which is authorized as well as at the Field Audit Offices, Field Detachment and DCAI, copies of security acknowledgment certificates and special access briefing statements executed by individuals upon being granted security clearances or access to special access information.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information'.

Purpose(s):

To maintain a record of the security clearance status of all DCAA personnel as well as certification of briefings for access to classified information and special access information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To DoD contractors to furnish notice of security clearance and access authorization of DCAA employees. See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual concerned within subject file.

Safeguards:

Records are accessible only to those authorized personnel required to act upon a request for access to classified defense information. Records are stored in locked filing cabinets after normal business hours and stored in locked rooms or buildings.

Retention and disposal:

Files pertaining to Federal employees, military personnel, and persons furnishing services DCAA on a contract basis are destroyed upon separation or transfer of employees or military personnel and upon termination of contractor personnel. Files of individuals transferring within DCAA are transferred to security control office of gaining element for maintanence.

System manager(s) and address:

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Regional Security Officers in DCAA Regional Offices whose addresses are in the DoD directory in the appendix to DCAA's system notice.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA's system notice.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers's license or employing offices' identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Security Officer, DCAA; Regional Security Officers, DCAA Regional Offices and Security Control Officers of DCAA Field Audit Offices and DCAI.

Exemptions claimed for the system:

None.

RDCAA 152.17

System name:

152.17 Security Status Master List.

System location:

Security Officer, Defense Contact Audit Agency (DCAA), HQ, DCAA

Categories of individuals covered by the system:

All applicants for employment with DCAA; all military personnel assigned, detailed or attached to DCAA; all persons hired on a contractual basic by, or serving in an advisory capacity to, DCAA who require access to classified information.

Categories of records in the system:

Record contains type of investigation, date completed, file number, agency which conducted investigation, investigation, security clearance data information, name, social security number, date and place of birth, organizational assignment, dates interim and final clearance issued, position sensitivity and related data.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information Material'.

Purpose(s):

To maintain a ready reference of security clearances on DCAA personnel, to include investigative data and position sensitivity.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide security clearance data to DoD contractors and other Federal agencies on DCAA employees assigned to or visiting a contractor facility or visiting or applying for employment with another Federal agency. See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file.

Retrievability:

Cards filed alphabetically by last name of individual concerned for all DCAA regional personnel. Separate file maintained alphabetically by last name of individual concerned for DCAA Headquarters elements.

Safeguards:

Cards are accessible only to those authorized personnel required to prepare, process, and type necessary documents; and answer authorized inquiries for information contained therein. Cards are stored in locked filing cabinets after normal business hours and are stored in a locked room and building which is protected by a guard force system after normal business hours.

Retention and disposal:

These cards are destroyed two years after an individual is separated from the Agency.

System manager(s) and address:

Security Officer, DCAA, Headquarters, DCAA,Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to DCAA Security Office, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Security Officer, Headquarters, DCAA; Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA regional offices; Regional Security Officers. DCAA Regional Offices; Chiefs of DCAA Field Audit Offices; Manager, DCAI; and reports of investigation conducted by Federal investigative agencies.

Exemptions claimed for the system:

None.

RDCAA 152.22

System name:

152.22 Classified Information Nondisclosure Agreement (NdA).

System location:

Agency Security Officer, Defense Contract Audit Agency, Headquarters, DCAA, Cameron Station, Alexandria, VA 23304-6178.

Categories of individuals covered by the system:

All employees of DCAA assigned to sensitive positions who are authorized access to classified information.

Categories of records in the system:

File contains original of SF 189, Classified Information Nondisclosure Agreement signed by DCAA employee.

Authority for maintenance of the system:

Executive Order 12356; Sections 641, 793, 794, 798, and 952 of Title 18, U.S. Code; Section 783(b) of Title 50, U.S. Code, and Intelligence Identities Protection Act of 1982.

Purpose(s):

To maintain a record of signed Standard Forms 189 which are used as a condition precedent to authorizing individuals access to classified information. The use of the form will enhance the protection of national security information and/or will reduce the costs associated with its protection.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by surname of individual.

Safeguards:

Records are accessible only by authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours.

Retention and disposal:

Records are retained for 50 years from date of signature and then destroyed.

System manager(s) and address:

Agency Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Information may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178, telephone (202) 274-4400.

Record access procedures:

Requests from individuals should be addressed to the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address, and telephone number and current business address. Visits are limited to those offices (Headquarters and six regional offices) listed in the DoD directory in the appendix to DCAA system notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Agency Security Officer, Headquarters, DCAA.

Exemptions claimed for the system:

None.

RDCAA 160.5

System name:

160.5 Travel Orders.

System location:

Defense Contract Audit Agency (DCAA) Headquarters, Cameron Station, Alexandria, VA 22304-6178, DCAA regional offices, whose addresses are listed in the DoD directory in the appendix to DCAA's systems notices (50 FR 22897, May 29, 1985), and field audit offices, whose addresses may be obtained from their cognizant regional office.

Categories of individuals covered by the system:

Any DCAA employee who performs official travel.

Categories of records in the system:

File contains individual's orders directing or authorizing official travel to include approval for transportation of automobiles, documents relating to dependents travel, bills of lading, vouchers, contracts, and any other documents pertinent to the individual's official travel.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901, et.seq.

Purpose(s):

To document all entitlements, authorizations, and paperwork associated with an employee's official travel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By fiscal year and alphabetically by surname. May be filed in numerical sequence by travel order number.

Safeguards:

Under control of office staff during duty hours. Building and/or office locked and/or guarded during nonduty hours.

Retention and disposal:

Records are destroyed after 4 years.

System manager(s) and address:

Chief, Field Administrative Support Office, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178; Regional Directors, DCAA, whose addresses are listed in the DoD directory in the appendix to DCAA's systems notices (50 FR 22897, May 29, 1985); and Chiefs of Field Audit Offices, whose addresses may be obtained from their cognizant regional office.

Notification procedure:

Information may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record access procedures:

Requests from individuals should be addressed to the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address, and telephone number and current business address. Visits are limited to those offices listed in the DoD directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Administrative offices; personnel offices; servicing payroll offices; employee.

Exemptions claimed for the system:

None.

RDCAA 211.11

System name:

DCAA Drug-Free Federal Workplace Records.

System location:

Primary location: Headquarters, Defense Contract Audit Agency, Personnel and Security Division, Building 4, Room 4B319, Cameron Station, Alexandria, VA 22304–6178.

Decentralized locations: DCAA regional offices; and offices of contractors who perform functions such as collection of urine specimens, laboratory analysis, and medical review of confirmed positive laboratory findings. The addresses for these locations may be obtained from the system manager.

Categories of individuals covered by the system:

DCAA Federal employees and individuals who have applied to DCAA for employment.

Categories of records in the system:

Records relating to program implementation; administration (selection, notification, testing of individuals in testing designated positions, and employee assistance); inter-service/agency support agreements (specimen collection, laboratory testing, and medical review services); training requirements; and policy guidance.

Authority for maintenance of the system:

5 U.S.C. 7301; Pub. L. 100-71; and Executive Orders 12564, "Drug-Free Federal Workplace" and 9397.

Purpose(s):

The system is used to maintain Drug Program Coordinator records relating to the selection, notification and testing of DCAA Federal employees, and applicants for Federal employment, for use of illegal drugs.

The records are also used by the employee's Medical Review Official; the administrator of any Employee Assistance Program in which the employee is receiving counseling or treatment or is otherwise participating; and supervisory or management officials within the employee's agency having authority to take adverse personnel action against such employee.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with the provisions of 5 U.S.C. 7301, the DCAA "Blanket Routine Uses" do not apply to this system of records.

To a court of competent jurisdiction where required by the United States Government to defend against any challenge against any adverse personnel action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders. Records are also maintained in automated data systems and electronically secured files.

Retrievability:

Records are retrieved by organizational levels, name of employee and/or applicant, Social Security Number, office symbol, occupational series and grade levels, or any other combination of these identifiers.

Safeguards:

Paper records are stored in locked file cabinets, and secured working environments. Automated records are protected by restricted access procedures. Access to records is strictly limited to authorized officials with a bona fide need for the records.

Retention and disposal:

Records are retained for two years and then destroyed by shredding, burning, or erasure in the case of magnetic media.

System manager(s) and address:

Drug Program Coordinator, Personnel and Security Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Drug Program Coordinator, Personnel and Security Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178. Individuals must furnish the following information for records to be located and identified: Name; Date of birth; Social Security Number; Identification number (if known); Approximate date of record; and Geographic area in which consideration was requested.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Drug Program Coordinator, Personnel and Security Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178. Individuals must furnish the following information for records to be located and identified: Name; Date of birth; Social Security Number; Identification number (if known); Approximate date of record; and geographic area in which consideration was requested.

Contesting record procedures:

The Defense Contract Audit Agency rules for accessing records, for contesting contents, and appealing initial determinations by the individual concerned are published in DCAA Instruction Number 5410.10, "DCAA Privacy Act Program"; 32 CFR part 290a; or may be obtained from the system manager.

Record source categories:

Records are obtained from the individual to whom the record pertains, Agency employees involved in the selection and notification of individuals to be tested, laboratories that test urine specimens for the presence of illegal drugs, and supervisors, managers and other agency officials.

Exemptions claimed for the system:

None.

RDCAA 240.2

System name:

240.2 Statements of Employment and Financial Interest.

System location:

Office of Counsel, Headquarters, DCAA

Supervisors of all DCAA auditor employees, GS-13 and above. Offices listed in DoD directory in appendix to DCAA's systems notices.

Categories of individuals covered by the system:

Personnel in grades GS/GM-13 and above who occupy positions covered by Executive Order 11222 and Section 201 of the Ethics in Government Act of 1978.

Categories of records in the system:

Department of Defense Forms 1555 and 1555-1 and Standard Form 278.

Authority for maintenance of the system:

Executive Order 11222 dated May 8, 1965; Section 205 of the Ethics in Government Act of 1978.

Purpose(s):

To comply with the requirements of Executive Order 11222 and Section 201 of the Ethics in Government Act of 1978 that designated employees file such statements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by last name of employee.

Safeguards:

Stored in locked tumbler safe during nonduty hours; only the staff of the DCAA Counsel is permitted access during duty hours.

Retention and disposal:

Counsel, DCAA-These records are destroyed two years after termination of employment with DCAA.

Supervisors-These files are destroyed upon transfer or separation of the employee.

System manager(s) and address:

Counsel, Headquarters, DCAA

Notification procedure:

Information may be obtained from:

Counsel
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A175
Alexandria, VA 22304-6178
Telephone: Area Code 202/274/7321

Record access procedures:

Requests from individuals should be addressed to Counsel, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Office of Counsel, Building 4, Room 4A175, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employment identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

None.

Exemptions claimed for the system:

None.

RDCAA 240.3

System name:

240.3 Legal Opinions.

System location:

Office of Counsel, Headquarters, DCAA

Categories of individuals covered by the system:

Any DCAA employee who files a complaint with regard to personnel problems that requires a legal opinion for resolution.

Categories of records in the system:

Fraud-Files contain interoffice memorandums, citations used in determining legal opinion, in some cases copies of investigations (FBI), copies of Agency determinations.

EEO- Files contain initial appeal, copies of interoffice memorandums, testimony at EEO hearings, copy of Agency determination. Citations used indetermining legal opinions.

Grievances-Files contain correspondence relating to DCAA employees filing grievances regarding leave, removals, resignations, suspensions, disciplinary actions, travel, citations used in determining legal opinion, Agency determinations.

MSPB Appeals - Files contain interoffice memorandums, citations used in determining the legal position, statements of witnesses, pleadings and MSPB decisions.

Awards-Files contain correspondence relating to DCAA employee awards, suggestion evaluations, citations used for legal determination, Agency determination.

Security Violations-Files contain interoffice correspondence relating to DCAA employee security violations, citations used in determinations, Agency determination.

Authority for maintenance of the system:

Federal Records Act 1950 (44 USC 2904, 3102, 3309), Records Disposal Act, 44 USC 3301, Civil Service Reform Act of 1978.

Purpose(s):

To maintain a historical reference for matters of legal precedence within DCAA to ensure consistency of action and the legal sufficiency of personnel actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Primary filing system is by subject; within subjects, files are alphabetical by subject, corporation, name of individual.

Safeguards:

Under staff supervision during duty hours; security guards are provided during nonduty hours.

Retention and disposal:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

System manager(s) and address:

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, VA. 22304-6178.

Notification procedure:

Information may be obtained from:

Records Administrator
Defense Contract Audit Agency, Cameron Station
Alexandria, VA 22304-6178
Telephone: Area Code 202-274-7288

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Correspondence from individual's supervisor, DCAA employees, former employers, between DCAA staff members, and between DCAA and other Federal agencies.

Exemptions claimed for the system:

None.

RDCAA 240.5

System name:

240.5 Standards of Conduct, Conflict of Interest.

System location:

Office of Counsel, Headquarters, DCAA.

Categories of individuals covered by the system:

Any DCAA employee who has accepted gratuities from contractors or who has business, professional or financial interests that would indicate a conflict between their private interests and those related to their duties and responsibilities as DCAA personnel. Any DCAA employee who is a member or officer of an organization that is incompatible with their official government position, using public office for private gain, or affecting adversely the confidence of the public in the integrity of the Government.

Categories of records in the system:

Office of Counsel-Files contain documents and background material on any apparent conflict of interest or acceptance of gratuities by DCAA personnel. Correspondence may involve interoffice memorandums, correspondence between former DCAA employees and Headquarters staff members, citations used in legal determinations and Agency determinations.

Authority for maintenance of the system:

Executive Order 11222 dated May 8, 1965, 18 USC 208.

Purpose(s):

To provide a historical reference file of cases that are of precedential value to ensure equality of treatment of individuals in like circumstances.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the begining of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Primary filing system is by subject, within subject, files are alphabetical by subject, corporation, name of individual.

Safeguards:

Under staff supervision during duty hours; buildings have security guards during nonduty hours.

Retention and disposal:

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

System manager(s) and address:

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, Va. 22304-6178

Notification procedure:

Information may be obtained from:

Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA. 22304-6178
Telephone: Area Code 202/274-7288

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Cameron Station, Alexandria, VA 22304-6178

Record source categories:

Correspondence from individual's supervisor, DCAA employees, former employees, between DCAA staff members, and between DCAA and other Federal agencies.

Exemptions claimed for the system:

None.

RDCAA 260.5

System name:

260.5 Congressional Correspondence.

System location:

Primary System-Policy Liaison Division Headquarters, DCAA.

Decentralized Segments-DCAA Regional Offices and Field Audit Offices; Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

Any individual Member of Congress or a staff member of a Congressional Committee who has written to DCAA about a matter under the purview of DCAA.

Categories of records in the system:

Copies of correspondence from the Congressional member or Committee staff member, the reply made by DCAA and any backup material developed in the process of preparing the reply.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; et. seq.

Purpose(s):

To maintain a record of all Congressional inquiries and the DCAA responses thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

These records are filed chronologically under the subject 'Congressional Correspondence' and may be indexed by subject of the correspondence and the name of the Congressional member or the individual.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

Files maintained by the Policy Liaison Division are for permanent retention. They are retained in active files for five years and retired to the Washington National Records Center.

System manager(s) and address:

Headquarters, DCAA, Chief, Policy Liaison Division
Regional Managers, DCAA
Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:
Chief, Policy Liaison Division
Defense Contract Audit Agency, Bldg. 4, Room 4A250
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7521

Record access procedures:

Requests from individuals should be addressed to: Chief, Policy Liaison Division, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Chief, Policy Liaison Division Cameron Station, Alexandria, Va 22304-6178

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Correspondence originating in the Congress, in the staff offices of the Defense Contract Audit Agency, and other Federal agencies; notes and documents collected in the process of formulating a reply.

Exemptions claimed for the system:

None.

RDCAA 322.7

System name:

322.7 Students and Instructors.

System location:

All DCAA offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

Any individual who has been a student or instructor for any training courses sponsored by DCAA

Categories of records in the system:

Documents relating to applications and selections of students and guest instructors for DCAA-sponsored training courses.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

Purpose(s):

To provide records relating to application and selection of students and guest instructors for DCAA-sponsored training courses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

These records are filed by course title, then by name of individual participants.

Safeguards:

Files are under staff superty hours; buildings are locked and/ are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

These files are destroyed after two years.

System manager(s) and address:

Assistant Director, Resources, Headquarters, DCAA
Assistant Director, Operations and Professional Development, Headquarters, DCAA
Regional Directors, DCAA
Chiefs, Field Audit Offices, DCAA
Manager, Defense Contract Audit Institute, Memphis, Tennessee

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from SYSMANAGERS.

Record access procedures:

Requests from individuals should be addressed to SYSMANAGER of office concerned.

Written requests should contain the full name, address, and telephone number of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix toDCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Correspondence originating in any DCAA office sponsoring training courses, from students and instructors of courses.

Exemptions claimed for the system:

None.

RDCAA 358.1

System name:

358.1 General EEO Files.

System location:

Primary System-EEO offices throughout DCAA. Official mailing addresses are in the DoD Directory inthe Appendix to DCAA's Systems Notices.

Decentralized Segments-Office of EEO Officer, HQ,DCAA; Office of Counsel, HQ, DCAA; Regional EEO Officers DCAA Regions.

Categories of individuals covered by the system:

Any civilian employee of DCAA who has contacted an EEO Counselor regarding any form of discrimination against them by any organizational level of DCAA

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; affidavits; EEO Counselor's Report; correspondence between Counselor and local offices of DCAA

Authority for maintenance of the system:

EEO Act of 1962 as implemented by Federal Personnel Manual Chapter 713

Purpose(s):

To process and document EEO complaints in compliance with the provisions of 29 CFR Part 1613.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To EEOC, Merit Systems Protection Board and U.S. Courts to process EEO complaints in compliance with the provisions of 29 CFR part 1613.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of complainant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Destroy after 2 years.

System manager(s) and address:

EEO Concerned; Regional EEO Officer; EEO Officer, HQ, DCAA.

Notification procedure:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22304-6178
Telephone: 202-274-7319

Record access procedures:

Requests from individuals for their records should be addressed to: EEO Officer DCAA, Cameron Station, Alexandria, VA 22304-6178

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22304-6178

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22304-6178

Record source categories:

Letters from complainant; affidavits of others knowledgeable of circumstances surrounding complaint; other correspondence relative to complaint.

Exemptions claimed for the system:

None.

RDCAA 358.21

System name:

358.21 EEO Complaints.

System location:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendix to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

Categories of individuals covered by the system:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affidavits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

Authority for maintenance of the system:

EEO Act of 1962; Office of Personnel Management Federal Personnel Manual Chapter 713

Purpose(s):

To process and document EEO complaints in compliance with the provisions of 29 CFR part 1613.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To EEOC, Merit Systems Protection Board and U.S. Courts to process EEO complaints in compliance with 29 CFR part 1613.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by case number in order received.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Destroy 4 years after final adjustment. Records are retained in active file until end of calendar year in which complaint was settled, held one additional year in inactive file and subsequently retired to Washington National Records Center.

System manager(s) and address:

EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA. 22304-6178

Notification procedure:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22304-6178
Telephone: 202-274-7319

Record access procedures:

Requests from individuals for their records should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22304-6178.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Letters from complainant; affidavits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

Exemptions claimed for the system:

None.

RDCAA 358.3

System name:

358.3 Grievance & Appeal Files.

System location:

Grievant's servicing personnel office in Headquarters or in the regional offices whose addresses are in the DoD Directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

Employees or former employees who have filed formal grievances that may be adjudicated under either Chapter 58, DCAA Personnel Manual or a negotiated grievance procedure.

Categories of records in the system:

The written grievance; assignment of examiner; or selection of an arbitrator or referee; statements of witnesses; written summary of interviews; written summary of group meetings; transcript of hearing if one held; correspondence relating to the grievance and conduct of the inquiry; exhibits; evidence; transmittal; memorandums and letters; decision.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; Part 771, Civil Service Regulations.

Purpose(s):

To record the grievance, the nature and scope of inquiry into the matter being grieved, and the treatment accorded the matter by management.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To arbitrators, referees, or other third party hearing officers selected by management and/or the parties to the grievance to serve as factfinders of deciders of the matter grieved. See blanket routine at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Grievance files are filed by subject matter, contract clause, or by name alphabetically.

Safeguards:

Grievance files are under the control of the personnel office staff during duty hours. During nonduty hours the personnel office and/or filing cabinet is locked.

Retention and disposal:

Review annually; destroy entire file 1 year after the grievance has been decided or after the transfer or separation of the employee, whichever is shorter.

System manager(s) and address:

Each servicing personnel officer in Headquarters or the Regions whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

Notification procedure:

Requests for information should be made to the region in which the grievance originated.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the personnel office of the region in which the grievance was filed.

For personal visits, individual must furnish positive identification.

Information will be at the Personnel Office of the Region in which the grievance originated or HQ, DCAA.

Record access procedures:

Individuals may obtain information on access to records by communicating in writing or personally with the SYSMANAGER or Personnel Officer of the Region of record.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Grievant;

Witnesses;

Exhibits furnished in evidence by grievant and witnesses;

Grievance examiner; and persons interviewed by the grievance examiner.

Deciding official arbitrator, referee, or other third party fact finder or decider.

Exemptions claimed for the system:

None.

RDCAA 367.5

System name:

Employee Assistance Program (EAP) Counseling Records.

System location:

Personnel and Security Division (CPP), Headquarters, Defense Contract Audit Agency (DCAA), Building 4, Room 4B319, Cameron Station, Alexandria, VA 22304-6178.

DCAA regional servicing personnel offices; and offices of EAP contractors who perform employee assistance and counseling services. Addresses can be found in the appendix to DCAA's compilation of system of records.

Categories of individuals covered by the system:

DCAA Federal employees assigned to DCAA activities who are referred by management for, or voluntarily request, employee assistance counseling, referral, and rehabilitation.

Categories of records in the system:

Records relating to patients which are generated in the course of professional counselling, e.g., records on the patient's condition, status, progress and prognosis of personal, emotional, alcohol or drug dependency problems, including admitted or urinalysis-detected illegal drug abuse.

Authority for maintenance of the system:

5 U.S.C. 43; 5 U.S.C. 310; 5 U.S.C. 7301; 10 U.S.C. 3012; 42 U.S.C. 290dd-3 and 290ee-3, 42 U.S.C. 4582; Pub. L. 100-71; Executive Order 12564; and Executive Order 9397.

Purpose(s):

The system is established to maintain records relating to the counselor's observations concerning patient's condition, current status, progress, prognosis and other relevant treatment information regarding patients in an employee assistance treatment program facility.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In order to comply with provisions of 5 U.S.C. 7301 and 42 U.S.C. 290dd-3 and 290ee-3, the Office of the Secretary of Defense "Blanket Routine Uses" do not apply to this system of records.

Records in this system may not be disclosed without prior written consent of such patient, unless the disclosure would be:

(a) To medical personnel to the extent necessary to meet a bona fide medical emergency;

(b) To qualified personnel for the purpose of conducting scientific research, management audits, financial audits, or program evaluation, but such personnel may not identify, directly or indirectly, any individual patient in any report of such research, audit, or evaluating, or otherwise disclose patient identities in any manner; and

(c) If authorized by an appropriate order of a court of competent jurisdiction granted after application showing good cause therefor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained and stored in automated data systems, secured filing cabinets, and electronic secured files. Extracts of treatment records are also entered into electronic database on microcomputers.

Retrievability:

Records are retrieved manually and automatically by patient's last name, client's case number, Social Security Number, organization, office symbol and counseling area offices or any other combination of these identifiers.

Safeguards:

Records are stored in locked filing cabinets, and secured working environments. Automated records are protected by restricted access procedures, e.g., password-protected coding system. Access to records is strictly limited to Agency or contractor officials with a bona fide need for the records. Only individuals on a need-to-know basis and trained in the handling of information protected by the Privacy Act have access to the system. All patient records are maintained and used with the highest regard for patient privacy. Safeguarding procedures are in accordance with the Privacy Act and required in Employee Assistance Program contractual service agreements.

Retention and disposal:

Patient records are destroyed three years after termination of counseling and then destroyed by shredding, burning, or pulping. Electronic records are purged of identifying data five years after termination of counseling. Aggregate data without personal identifiers is maintained for management/statistical reporting purposes until no longer required.

System manager(s) and address:

Employee Assistance Program Administrator, Personnel and Security Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Employee Assistance Program Administrator, Personnel and Security Division (CPP), Headquarters, Defense Contract Audit Agency (DCAA), Cameron Station, Alexandria, VA 22304-6178.

Individuals must furnish the following for their records to be located and identified: Name, Date of Birth, Social Security Number, Identification Number (if known), approximate date of record, geographic area in which consideration was requested.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should contact Employee Assistance Program Administrator, Personnel and Security Division (CPP), Headquarters, Defense Contract Audit Agency (DCAA), Cameron Station, Alexandria, VA 22304-6178.

Individuals must furnish the following for their records to be located and identified: Name, Date of Birth, Social Security Number, approximate date of record, geographic area in which consideration was requested.

Contesting record procedures:

The Defense Contract Audit Agency (DCAA) rules for accessing records and for contesting contents and appealing initial DCAA determinations by the individual concerned are published in DCAA Manual 5410.6; 32 CFR part 290a; or may be obtained from the system manager.

Record source categories:

The patient to whom the records pertain, Employee Assistance Program counselors, supervisory personnel, co-workers; other agency personnel, outside practitioners; or private individuals to include family members of the patient.

Exemptions claimed for the system:

None.

RDCAA 371.5

System name:

371.5 Locator Records.

System location:

Director of Personnel, HQ, DCAA, Cameron Station, Alexandria, VA 22304-6178; Regional Offices Offices, whose addresses are in the DoD directory in the appendix to DCAA's systems notices; and Field Audit Offices, whose addresses may be obtained from their cognizant regional office.

Categories of individuals covered by the system:

All civilian employees of DCAA.

Categories of records in the system:

Employee's name, office room number, office telephone number, office symbol, home address, home telephone number, date prepared, spouse's name.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

Purpose(s):

To provide a ready reference of employee home address and telephone number for business, protocol and social purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3x5 card, stored in index card box.

Retrievability:

Filed by name.

Safeguards:

Under control of office staff during duty hours. Building and/or office locked and/or guarded during nonduty hours.

Retention and disposal:

Retained until separation of employee, then destroyed.

System manager(s) and address:

Director of Personnel, HQ, DCAA, Cameron Station, Alexandria, VA 22304-6178; Personnel Officers in regional offices, whose addresses are in the DoD directory in the appendix to DCAA's systems notices; and Managers of field audit offices, whose addresses may be obtained from their cognizant regional offices.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individual may visit the Office of the SYSMANAGER

For personal visit, individual must furnish positive identification.

Record access procedures:

A personal or written request to the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Employee.

Exemptions claimed for the system:

None.

RDCAA 440.2

System name:

440.2 Time and Attendance Reports.

System location:

Primary System-Management Division Headquarters, DCAA.

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

All civilian employees of the Defense Contract Audit Agency.

Categories of records in the system:

File contains a copy of individual's time and attendance report and other papers necessary for the submission of time and attendance reports and collecting of pay from the non-DCAA payroll office.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; et. seq., 31 USC 66a.

Purpose(s):

To record the number of hours an employee works each day and the amount of sick and/or annual leave used. Supervisors review and certify accuracy of reports which are furnished to the appropriate Finance and Accounting office within the DoD for payroll purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

These records are destroyed six months after end of pay period to which applicable.

System manager(s) and address:

Assistant Director, Resources, Headquarters, DCAA
Regional Directors, DCAA
Chiefs of Field Audit Offices
Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station,
Alexandria, VA 22304-6178
Telephone: Area Code 202/274-7288

Record access procedures:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Written requests for information should contain the full name, address, telephone number of the individual and the employee payroll number. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22304-6178.

Record source categories:

Time and attendance reports are completed by the time and attendance clerk.

Exemptions claimed for the system:

None.

RDCAA 590.8

System name:

Field Audit Office Management Information System (FMIS).

System location:

Network Operations Branch, Workload and Trends Analysis Division, Headquarters, Defense Contract Audit Agency; DCAA regional offices; and DCAA field audit offices. Official mailing addresses are published as an appendix to DCAA's compilation of systems of record notices.

Categories of individuals covered by the system:

DCAA employees and contractors.

Categories of records in the system:

Records relating to audit work performed in terms of hours expended by individual employees, dollar amounts audited, exceptions reported, and net savings to the government as a result of those exceptions; records containing contractor and contract information; records containing requirements and program plan information; and records containing Social Security Numbers, pay grade and (optionally) address information.

Authority for maintenance of the system:

5 U.S.C. 301 and E.O. 9397.

Purpose(s):

To provide managers and supervisors in field audit offices with timely, on-line, information regarding audit requirements, programs, and performance; and serve as the source of information to be entered and consolidated in the Agency Management Information System (AMIS).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The "Blanket Routine Uses" that appear at the beginning of DCAA's compilation of systems of records apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in automated data systems.

Retrievability:

Records are retrieved by organizational levels, name of employee, Social Security Number, office symbol, audit activity codes, or any other combination of these identifiers.

Safeguards:

Automated records are protected by restricted access procedures. Access to records is strictly limited to authorized officials with a bona fide need for the records.

Retention and disposal:

Records are retained for two to five years and then destroyed by erasure.

System manager(s) and address:

Chief, Network Operations Branch, Workload and Trends Analysis Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22304-6178.

Notification procedure:

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief, Network Operations Branch, Workload and Trends Analysis Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22304-6178.

Individuals must furnish name; Social Security Number; approximate date of record; and geographic area in which consideration was requested for record to be located and identified. Official mailing addresses are published as an appendix to the DCAA's compilation of systems notices.

Record access procedures:

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief, Network Operations Branch, Workload and Trends Analysis Division, Headquarters, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22304-6178. Official mailing addresses are published as an appendix to the DCAA's compilation of systems notices.

Individuals must furnish name; Social Security Number; approximate date of record; and geographic area in which consideration was requested for record to be located and identified.

Contesting record procedures:

DCAA rules for accessing records and for contesting contents and appealing initial agency determinations by the individual concerned are published in DCAA Instruction Number 5410.10, "DCAA Privacy Act Program;" 32 CFR part 290a; or may be obtained from the system manager.

Record source categories:

Information, other than data directly related to individual employees, is obtained by field audit office supervisors from audit reports and working papers.

Exemptions claimed for the system:

None.

RDCAA 590.9

System name:

590.9 DCAA Automated Personnel Inventory System (APIS).

System location:

Office, Director of Personnel, and the Data Systems Branch, Management Division, Headquarters, DCAA, located at Cameron Station, Alexandria, Va 22304-6178. Regional personnel offices whose addresses are in the DoD Directory in the appendix to DCAA's system notices. Compuserv, Inc., 5000 Arlington Center Blvd., Columbus, OH 43220, which maintains systems data under contract with General Services Administration.

Categories of individuals covered by the system:

All current civilian employees of DCAA, and former employees who were on Agency rolls any time after January 1, 1977.

Categories of records in the system:

Individual employees are identified in the system by social security account number. Current and historical records contain the following types of data: Data related to positions employee has occupied in the Agency such as grade, occupational series, title, organizational location, salary and step, competitive area and level, geographical location, supervisory designation, financial reporting requirements, and bargaining unit status; data related to employees status and tenure in the Federal civil service including veterans preference, competitive status, service computation date, tenure group; data personal to the employee such as birth date, physical and mental handicap code, and minority group designation code and sex; benefits data such as enrollment in Federal employee life and health insurance and retirement programs; education and training data such as educational level, professional certifications, training accomplishment and requirements; career management data such as performance evaluation and promotion evaluation; and awards and recognition data such as performance and suggestion awards received.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

Purpose(s):

To collect, store and retrieve information to meet personnel and manpower management information requirements in support of program operations, evaluation and analysis activities, and for satisfying external and internal reporting requirements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Designated automated data processing vendors with whom the Agency may contract are authorized to maintain and enhance data and computer operating systems necessary for DCAA personnel to process data, maintain and enhance the system, and produce required outputs. Vendors neither obtain output from the system nor access the stored data for other than validated, approved test procedures. See blanket routine uses at the beginning of this component's listing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Input paper documents are stored in file folders and/or file cabinets. Information converted to automated form for storage in system is stored on magnetic tape and/or disks. Output reports on computer printout paper are stored in file cabinets, specialized file containers, or library shelving. Individual employee output reports are filed in folders retained with official personnel records and/or employee performance.

Retrievability:

Records and/or reports pertaining to an individual employee or applicant are retrieved by social security account number or random access.

Safeguards:

Access to computerized data requires knowledge and use of series of system identification code and passwords which must be entered in proper sequence. Access to computerized data is restricted to systems analysts and programmers assigned to Headquarters, DCAA and personnel office employees and EEO specialists in Headquarters and regional offices whose address are in the DoD Directory in the appendix to DCAA's system notices. Regional personnel can access system only for the purpose of obtaining output reports.

Output reports are retained in personnel offices or other authorized Headquarters, regional, or field audit offices. Access to reports is controlled by assigned personnel during duty hours. After duty hours, reports are retained in locked offices or in buildings controlled by security personnel or alarm systems.

Retention and disposal:

Records in the data base are permanent; however, paper input documents and output printouts and reports are retained for reference puposes only until superseded or no longer required.

System manager(s) and address:

Director of Personnel, Headquarters, DCAA, Cameron Station, Alexandria, VA 22304-6178.

Notification procedure:

Information may be obtained from:
The SYSMANAGER

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individual may visit the Office of the SYSMANAGER.

For personal visit, individual must furnish positive identification.

Record access procedures:

Individuals desiring access to records about themselves in this system of records should submit a request as indicated under 'Notification Procedure', providing the information required therein.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22304-6178.

Record source categories:

Basic personnel and position information is obtained from documents prepared by personnel offices in accordance with regulations prescribed by the Office of Personnel Management.

Performance evaluation and promotion appraisal information are obtained from documents completed by employee's supervisors.

Training data are obtained from employee's supervisors, Agency training facilities, and documents prepared by employee's personnel office.

All other information is obtained from questionnaires or other documents completed by employee.

Exemptions claimed for the system:

None.

DEFENSE CONTRACT AUDIT AGENCY OFFICES

(Alphabetically by State and City)

California

DCAA LOS ANGELES REGIONAL OFFICE
2500 Wilshire Blvd Suite 1270
Los Angeles CA 90057

DCAA SAN FRANCISCO REGIONAL OFFICE
450 Golden Ave
Box 36116
San Francisco CA 94102

Georgia

DCAA ATLANTA REGIONAL OFFICE
805 Walker St
PO Box 1498
Marietta GA 30061

Illinois

DCAA CHICAGO REGIONAL OFFICE
527 LaSalle St Rm 652
Chicago IL 60605

Massachusetts

DCAA BOSTON REGIONAL OFFICE
424 Trapelo Rd
Waltham MA 02154

Pennsylvania

DCAA PHILADELPHIA REGIONAL OFFICE
1421 Cherry St
Philadelphia PA 19102

Tennessee

DEFENSE CONTRACT AUDIT INSTITUTE
Admin Bldg 3rd Fl Defense Depot
Memphis TN 38114

Virginia

DCAA HEADQUARTERS
Cameron Station Rm 4A320
Alexandria VA 22314

DEFENSE LOGISTICS AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. Defense Logistics Agency records are arranged by major functional categories. Systems of records notices are grouped similarly. A system identifier looks like this: S322.01 DLA-K. The letter S denotes the Defense Logistics Agency. The first digit (3) represents the primary functional area, the next two digits (22) represent the numerical listing within that category. The suffix letters (DLA-K) are internal management accounting devices.

HOW TO USE THE INDEX GUIDE. As an aid in locating a particular system of records, first determine the numerical series by functional area as listed below. This list identifies each series in the order in which it appears in this issuance. Use the series number to locate the systems of records in which you are interested.

SUBJECT SERIES
SYSTEM IDENTIFICATION SERIES

100
Administration

200
Planning and Management

300
Personnel

400
Finance

600
Transportation

800
Procurement

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service systems, review of OPM or component rules component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S. Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

S111.11DLA-K

System name:

Rotation of Employees From Foreign Areas and the Canal Zone.

System location:

Staffing and Employee Relations Division, Staff Director, Personnel Headquarters Defense Logistics Agency (HQ DLA), Cameron Station, Alexandria, VA 22314.

Categories of individuals covered by the system:

Employees or former employees of DLA who have requested extension of duty in Canal Zone and foreign areas beyond five years, or for whom management has made such a request.

Categories of records in the system:

Files include requests for extension of duty in Canal Zone and foreign areas, request letters, statements as to need or justification and, when management initiates request, statement of employee's consent. Statement of approval or disapproval by the Staff Director, Personnel, HQ DLA, or his Deputy and comments by the staff elements as appropriate.

Authority for maintenance of the system:

10 U.S.C 1586 and Department of Defense (DoD) Instruction 1404.8.

Purpose(s):

Information is used in determining whether extension of employee's overseas tour of duty beyond five years should be approved or disapproved. Information is used by HQ DLA Office of Personnel and management officials concerned with the extension.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee's last name.

Safeguards:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year and held one to three years in inactive file and subsequently destroyed.

System manager(s) and address:

Staff Director, Personnel, Headquarters Defense Logistics Agency, Cameron Station, Alexandria, VA 22314

Notification procedure:

Written or personal requests for information may be directed to the Systems Manager. Individual must provide full name.

Record access procedures:

Official mailing address is set forth above. Written requests for information should be addressed to the Systems Manager and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card, and give some verbal information which can be verified with his records.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Employee's supervisors, civilian personnel office and government officials or other parties having an interest in the employee's assignment.

Exemptions claimed for the system:

None.

S111.11DLA-KP

System name:

Bye-Bye Retirement System.

System location:

System may exist at Decentralized DLA Primary Level Field Activities.

Categories of individuals covered by the system:

System may contain information about civilian personnel of DLA Primary Level Field Activities (PLFAs) who are eligible for retirement.

Categories of records in the system.

Printout statement indicating estimated retirement annuity for employees. Information annuity for employee. Information includes name of employee, service computation date, birth date, current salary and date began and accumulated sick level hours.

Authority for maintenance of the system:

5 U.S.C. 8331-8348, 'Civil Service Retirement'.

Purpose(s):

Information is maintained for the purpose of supplying employees who are eligible for retirement with decision information. Information is used by the Civilian Personnel Office to counsel employees who are eligible to retire. Information is used by computer programmers for programming and reprogramming purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Blanket Routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Individual paper printouts are stored in corresponding employee's Official Personnel Folder. Information may also be maintained in a Mark III remote time-sharing computer system.

Retrievability:

Filed by alphabetical order within individual PLFA files. PLFA Listings filed in single computer file and retrieved by file name.

Safeguards:

Records are maintained in locked file area and in locked computer terminal room. System access codes are restricted to Agency officials with a need for the information.

Retention and disposal:

Records are destroyed after retirement of employee.

System manager(s) and address:

PLFA Civilian Personnel Officers. Official mailing addresses are in the DLA Directory of Mailing Addresses.

Notification procedure:

Written or personal requests for information may be directed to the Systems Manager. Employee need only supply full name and organization location.

Record access procedures:

Employee may visit the Personnel Office and review his Official Personnel Folder. Employee should be able to certify to his identity.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the Systems Manager.

Record source categories:

Information furnished by the Office of Civilian personnel and extracted from the employee's Official Personnel Folder. Accumulated sick leave hours are obtained from the payroll office.

Exemptions claimed for the system:

None.

S111.11DLA-KS

System name:

Official Records for Host Enrollee Programs.

System location:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs) which act as hosts for individuals sponsored by local, state and federal agencies who seek work experience and training with DLA activities with or without DLA participation relative to compensation and reimbursement.

Categories of individuals covered by the system:

All applicants and selectees of Host Enrollee programs.

Categories of records in the system:

Various forms and records pertaining to the selection and other administrative information originating during the tenure and after the separation of the selected individuals in the Host Enrollee Program of the DLA PLFA. Normally such records as time attendance, training records, periodic evaluations, data on enrollee designee for emergency contact, work site location of enrollee, official address, telephone number and similar records are maintained.

Authority for maintenance of the system:

Rehabilitation Act of 1973, (29 U.S.C. 701, et seq.) Emergency Jobs and Unemployment Assistance Act of 1974 (Pub. L. 93-567); Comprehensive Employment and Training Act (CETA) (29 U.S.C. 801, et seq.)

Purpose(s):

This information is collected and maintained to assist personnel and management officials to administer a uniform program of work and training experience to enrollees and to make a proper evaluation of the enrollees and the respective Host Enrollee Program. The use of the records is restricted to official personnel for administrative purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file storage.

Retrievability:

Filed alphabetically by employee name under particular type of Host Enrollee Program

Safeguards:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

Retention and disposal:

Records are maintained for the duration of the enrollee's program assignment. They are held for two years after separation from the program and then destroyed.

System manager(s) and address:

Civilian Personnel Officers (CPOs) of DLA Primary Level Field Activities.

Notification procedure:

Requests for information from former enrollee about himself or herself should be forwarded to the Systems Manager at the PLFA where the enrollment occurred. Individuals currently enrolled in the Host Enrollee Program may obtain information direct from the Systems Manager.

Record access procedures:

Enrollees should contact the designated Systems Manager. Written requests should include requester's full name, job title and name of program enrolled or formerly enrolled and job title held. For personal visits employees should be able to provide some acceptable identification.

Contesting record procedures:

The Systems Manager will provide the DLA rules for contesting contents of records.

Record source categories:

Information contained in records of enrollees is obtained from employee, program sponsor, educational institutions, supervisors and others who contribute to the work and training experience of the enrollee while registered in the respective Host Enrollee Program of the activity.

Exemptions claimed for the system:

None.

S111.11DLA-XA

System name:

Personnel Roster/Locator Files.

System location:

Headquarters, Defense Logistics Agency (DLA) and all field activities where maintained.

Categories of individuals covered by the system:

Civilian employees and military personnel for the DLA activity where records are maintained.

Categories of records in the system:

The System may contain paper and computerized locator records including such items as: Name, organizational assignment, office and home telephone number, home address, grade/rank, military branch of service and date of rank, position title, job series, and spouse's name.

Authority for maintenance of the system:

5 U.S.C. 301

Purpose(s):

To notify DLA personnel of the arrival of visitors, to plan social functions, recall personnel to duty station when required, for use in emergency notification, and to perform relevant functions/requirements/actions consistent with managerial functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files and some on magnetic tape or disk.

Retrievability:

Alphabetically by name, by organization, or grade/rank.

Safeguards:

Records are accessible only to authorized DLA personnel.

Retention and disposal:

Records are destroyed upon termination/departure of DLA personnel or upon preparation of new locator cards/rosters.

System manager(s) and address:

Heads of HQ DLA principal staff elements and Heads of DLA field activities which maintain locator/roster files.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, name of DLA activity and specific office at which employed.

Record access procedures:

Official mailing addresses of System Manager are in the DLA Directory. Request should contain full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification; that is driver's license, or DLA identification card.

Contesting record procedures:

The Agency's rules for contesting contents may be obtained from the System Manager.

Record source categories:

Individual, upon assignment to DLA, and when changes occur.

Exemptions claimed for the system:

None.

S120.05DLA-K

System name:

Schedule and Record of Overtime Assignment and Request.

System location:

First line supervisor or other supervisory levels in each organizational unit where formalized overtime records are maintained. The records are not maintained by all supervisors but only by those who need such a record or where such records are required by negotiated labor agreements.

Categories of individuals covered by the system:

Any civilian employee in those organizational segments where formalized overtime records are kept may be covered.

Categories of records in the system:

A roster of civilian personnel in the organizational segment, schedules of proposed overtime, dates overtime was offered, record of whether employee accepted the overtime, hours and dates worked, amount of work produced during the overtime hours, and other information related directly to overtime usage.

Authority for maintenance of the system:

5 U.S.C. 5542, Overtime Rates; Computation.

Purpose(s):

Information is used by the supervisor to assign overtime on an equitable or rotational basis and to plan and schedule overtime as needed. It may also be used to determine the most productive overtime workers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be shown to employee representatives, such as union representatives to demonstrate nature and equity of the system.

See also blanket routine uses as set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or index cards.

Retrievability:

Filed or listed by employee name.

Safeguards:

Records are maintained in file cabinets under the supervisor's control.

Retention and disposal:

Records are destroyed after one year from the last date of overtime usage.

System manager(s) and address:

Office of Civilian Personnel of the appropriate Defense Logistics Agency (DLA) Primary Level Field Activity.

Notification procedure:

Individuals may determine whether or not there is an overtime record pertaining to them from their immediate supervisor or the System Manager.

Record access procedures:

Written request for access to information should be directed to the System Manager. Official mailing addresses are in the DLA Directory. For personal visits to the System Manager, individual should be able to provide some acceptable identification such as official identification card or driver's license. However, inquiries will normally be made to the immediate supervisor by personal visit.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Supervisors and others involved in the management of overtime in the activity.

Exemptions claimed for the system:

None.

S120.05DLA-KP

System name:

Supervisors' Records and Reports of Employee Attendance and Leave.

System location:

This system is decentralized by organization and geography to the supervisory level at all Defense Logistics Agency (DLA) field activities and Headquarters DLA. All records described are not necessarily maintained by all supervisors.

Categories of individuals covered by the system:

DLA employees and certain former DLA employees.

Categories of records in the system:

Schedules of planned leave, records of sick and annual leave and other types of leave taken, records of tardiness, absences without leave, leaves without pay, administrative leave, and other absences of types of leave. In some cases the record may also contain notation of time actually present, time on temporary duty (TDY) and time on special assignments or temporary assignments. Records may be kept by the hour, day, week, pay period, quarter, or year. While records maintained in accordance with this notice are all 'hard copy' or manual in nature, some of the records may be produced by automated data processing as printouts from automated payroll and leave accounting systems described under other notices.

Authority for maintenance of the system:

5 U.S.C. 61 and 63; Leave.

Purpose(s):

Data is used by supervisors and by civilian personnel office staff to monitor sick leave use and detect patterns of attendance and sick leave usage which may be indications of problems in the use of leave or which should be discussed with the employee. To schedule annual leave in an organized, fair and planned way. To identify employees who may be congratulated for accumulation of sick leave or limited use of sick leave. To prepare statistical reports on leave use and attendance matters and for statistical evaluation and analysis of leave usage patterns. To post daily leave usage onto time and attendance reports or records and to answer employee question on leave charges.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses as set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or binders or file index cards.

Retrievability:

By employee name.

Safeguards:

Any part of the records containing any personal or potentially sensitive data are maintained in locked filing cabinets or supervisors' locked desks.

Retention and disposal:

Records are kept for one year and then destroyed.

System manager(s) and address:

Civilian Personnel Officer at each DLA Primary Level Field Activity.

Notification procedure:

Employees who wish to determine what leave records are being maintained at supervisory or personnel office level should address their inquiries to their immediate supervisors or to the primary level field activity office of civilian personnel.

Record access procedures:

Personal requests for record content should be made to the immediate supervisor or to System Manager. Written request for assistance in obtaining access should be directed to the System Manager, and should contain the full name and organizational location of the employee. Official mailing addresses of the System Manager are in the DLA Directory. For personal visits to System Manager, the individual should provide some acceptable identification, such as activity identification card or driver's license.

Contesting record procedures:

The agency rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Payroll office and payroll records, including automated payroll systems, employee's supervisors, timekeepers, time and attendance clerks, leave slips (Standard Form 71 or equivalent).

Exemptions claimed for the system:

None.

S153.10DLA-T

System name:

Personnel Security Files.

System location:

Primary System - Investigator records containing unfavorable information requiring clearance action by the Defense Logistics Agency (DLA) Central Clearance Group (CCG) and records pertaining to persons involved in highly sensitive projects: Command Security Officer, HQ DLA.

Categories of individuals covered by the system:

All civilian employees and military personnel who have been the subject of a National Agency Check (NAC); a Background Investigation (BI): or Special Background Investigation (SBI) pertaining to their qualifications for access to classified information.

Categories of records in the system:

Reports of investigations conducted by the Office of Personnel Management (OPM), the Federal Bureau of Investigation (FBI), the Defense Investigative Service (DIS), the investigative units of the Army, Navy and Air Force, and other Federal investigative organizations. Also, evidence of security clearance and access to classified information granted to individuals and certifications of security briefings and debriefings signed by individuals.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Purpose(s):

The investigator reports are used by appropriate Security Officers and Commanders or other designated officials as a basis for determining a person's eligibility for access to information classified in the interests of national defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Reports are filed alphabetically by name, date and place of birth. No indices are used to retrieve individual records from the system.

Safeguards:

As a minimum, records are stored in locked containers wherever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

Retention and disposal:

Reports are retained as long as the person is employed or assigned to DLA. After the person leaves DLA, the reports are placed in an inactive file, retained for two years, and then destroyed or returned to the agency which conducted the investigation.

System manager(s) and address:

Command Security Officer, HQ DLA; Security Officers of Primary Level Field Activities.

Notification procedure:

Written or personal requests for information may be directed to the System Managers.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, date and place of birth, current address and telephone number of the requester. For personal visits, the requester must be able to provide some acceptable identification (e.e., driver's license, parent's name, identification card, date and place of birth, dates and place(s) of employment with DLA, if applicable). Written requests must be accompanied by a notarized statement attesting to the requester's identity and containing the following: 'I understand that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974.'

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Reports of investigations conducted by the OPM, FBI, DIS, investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5 U.S.C. 552a(k)(2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S153.20DLA-I

System name:

Personnel Security Information Subsystem of COSACS.

System location:

Primary System-Central computer programs and files maintained at the Defense Logistics Agency Administrative Support Center (DASC) which is located at Cameron Station, Alexandria, VA provides a central index for information regarding personnel security clearance and security eligibility of civilian employees and military personnel within the Defense Logistics Agency (DLA). Ready reference on-line access is furnished to Defense Logistics Agency Primary Level Field Activities (PLFAs), to Principal Staff Elements (PSEs) at Headquarters, DLA and to Department of Defense Management Support Activities (DoDMSAs) supported by DASC, concerning personnel under their jurisdiction.

Categories of individuals covered by the system:

All DLA civilian and military personnel who have been found eligible for employment in a sensitive position or eligible for or granted a security clearance or access to information classified in the interests of national security.

Categories of records in the system:

Computer record on each individual in the Personnel Security Information Subsystem of COSACS (Command Security Automated Control System) Master File. Computer listings are generated from this master, in the form of a Master File Archival Record and Record Activity Clearance Eligibility Listing (RACEL), and identify those DLA personnel who are assigned to or who are eligible to occupy sensitive positions and those DLA personnel who have been either authorized access to classified information or found eligible for such access.

Authority for maintenance of the system:

Executive Orders (E.O.) 9397, 10450, 10865, 12333, 12356

Purpose(s):

Provide a computerized, centralized source of security eligibility and clearance information for all DLA security officers and appropriate supervisors. The purpose for soliciting and using the SSAN is for positive identification and retrieval of records.

These records are used by DLA Security Officers at all levels as well as by other appropriate DLA supervisors to determine whether or not DLA civilian employees are eligible for or occupy sensitive positions; whether they or assigned military personnel have been cleared for or granted access to classified information; and the level of such clearance of access, if granted.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Clearance status and other clearance related information of individual DLA employees may be provided to the appropriate officials of other Federal Government agencies and Federal Government contractors when necessary in the course of official business. See also the Blanket Routine Uses set forth at the beginning of the DLA record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in a combination of paper and automated files.

Retrievability:

Records are contained in the data base and are retrievable by name, social security account number (SSAN), job series, security eligibility, security clearance, organization, and type of investigation.

Safeguards:

Records, as well as on-line input and computer terminals, are maintained in areas that conform to applicable DLA security policy.

Access to and retrieval from computerized files are limited to authorized users and are password protected/restricted.

Retention and disposal:

New listings are published quarterly and prior microfiche and listings are destroyed as soon as the new lists are verified but in no case beyond 90 days. Magnetic records are purged one year after the individual departs DLA.

System manager(s) and address:

Staff Director, Office of Command Security, ATTN: DLA-I, Headquarters DLA, Cameron Station, Alexandria, VA 22304-6130, and Command Security Officers of all DLA PLFAs. Refer to the appendix at the end of the DLA notices for the applicable addresses.

Notification procedure:

Written or personal requests for information may be directed to the appropriate System Manager.

Record access procedures:

Official mailing addresses of the DLA System Managers are in the DLA address directory of the appendix to the DLA system of records notices. Written requests for information should contain the full name, SSAN, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license or employing office identification card, and give some verbal information that can be verified from his or her file.

DLA users may utilize an Audio Response Unit (ARU) accessed by SSAN to retrieve the individual's security clearance only.

Contesting record procedures:

The agency's rules for access to records, contesting contents, and appealing initial determinations about an individual concerned may be obtained from the System Manager and are set forth in DLA Regulation 5400.21 (32 CFR part 1286).

Record source categories:

Certificates of clearance or personnel security investigation previously completed by the Office of Personnel Management, the Federal Bureau of Investigation, the Defense Investigative Service, investigative units of the Army, Navy and Air Force, and other Federal agencies. Personnel security files maintained on individual.

Exemptions claimed for the system:

None.

S160.50 DLA-I

System name:

Criminal Incidents/Investigations File.

System location:

Primary System—case files on all incidents of known or suspected criminal activities or other serious incidents: Office of Command Security and Office of General Counsel. Headquarters Defense Logistics Agency (HQ DLA) and field extension offices. Decentralized segments—above described files and files of minor nature: DLA Primary Level Field Activities (PLFAs) and six Secondary Level Field Activities (SLFAs).

Categories of individuals covered by the system:

Civilian and military personnel of DLA, contractor employees, and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities, or outside of those areas in cases where DLA is or may be a party of interest.

Categories of records in the system:

Reports of investigations, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers.

Authority for maintenance of the system:

Section 21, Internal Security of 1960 (Pub. L. 831, 81st Congress). DoD Directive 5102.22 Defense Logistics Agency, DoD Instruction 5240.4. Reporting of Counterintelligence and Criminal Violations, DoD Directive 5105.42, Defense Investigative Service, and DoD Instruction 5505.2, Criminal Investigations of Fraud Offenses.

Purpose(s):

Information is maintained for the purpose of monitoring the progress of investigations, identification of crime conducive conditions, crime and loss prevention, and preparation of statistical data required by higher authority. Information is used by: DLA Security and General Counsel personnel—to monitor progress of cases, develop non-personal statistical data on crime and crime investigative support for the future. DLA General Counsel review of all available remedies. DLA supervisors and managers—to determine appropriate action against DLA employees in cases of their involvement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to local, state, or Federal law enforcement agencies when the information indicates a violation of local, state or federal law. See also blanket routine uses set forth at the beginning of this agency's listing of records system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in combination of paper and automated files.

Retrievability:

Hardcopy records filed chronologically by DLA case number and cross indexed to a card index file. Indexed by name of the individual or firm involved. Automated records are retrievable by name of the individual or firm, DLA case number, PLFA number of activity code.

Safeguards:

Records, as well as computer terminals, are maintained in areas accessible only to DLA Security and Office of General Counsel personnel. In addition, access to a retrieval from computerized files is limited to authorized users and is password protected.

Retention and disposal:

Paper records from external law enforcement and investigative organizations are destroyed 5 years after the receipt of a final report in each case, or when no longer needed, whichever is later. Criminal investigative reports generated by DLA investigators/detectives are retained for 25 years, either in hard copy or microfiche, as recommended by the DIS Defense Central Investigation Index (DDII). Automated records are retained for 10 years in the on-line mode and then transferred to magnetic tape with retention of 25 years.

System manager(s) and address:

Staff Director, Office of Command Security, DLA: Heads of PLFAs and SLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER.

Record access procedures:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the file.

Contesting record procedures:

DLA's rules for contesting contents as well as appealing initial determinations by individual concerned may be obtained from the SYSMANAGERS.

Record source categories:

Reports of investigations by DLA investigators, Security Officers, Federal, State, and local law enforcement and investigative agencies.

Exemptions claimed for the system:

Parts of this system may be exempt under Title 5 U.S.C. 552a(k)(2) as applicable. Agency rules pertaining to this exemption are set forth both in Appendix C of 32 CFR part 1286 and DLA Regulation 6400.21. For additional information, contact the System Manager.

S161.20DLA-T

System name:

Visitors and Vehicle Temporary Passes and Permits File.

System location:

Head of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

All persons requiring temporary access to DLA activities and facilities.

Categories of records in the system:

Applications, surrendered passes, permits, and related papers relating to temporary visitor and vehicle passes or permits.

Authority for maintenance of the system:

Section 21 of the Internal Security Act of 1950 (50 U.S.C. 781, et seq.) and Department of Defense Directives 5200.8 and 5105.22

which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Purpose(s):

Information is maintained to provide adequate controls on movement of vehicles and person on DLA activities and facilities. Information is used by DLA Security personnel: To ensure that only authorized persons and vehicles enter DLA activities and facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, applications, surrendered passes and permits. Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy 6 months after expiration date.

System manager(s) and address:

Security Officers at PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide his full name and identity of DLA activity to which access was granted; and if individual is or was a DLA employee, identity of employing DLA activity.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Individuals applying for passes or permits and Security Office personnel.

Exemptions claimed for the system:

None.

S161.25DLA-T

System name:

Individual Access Files.

System location:

Heads of Primary Level Field Activities (PLFAs) of the Defense Logistics Agency (DLA).

Categories of individuals covered by the system:

DLA civilian and military personnel, contractor employees, and of the individuals granted or denied access to DLA activities and installations.

Categories of records in the system:

Documents relating to the request for authorization, issue, receipt, surrender, withdrawal and accountability pertaining to identification, badges, cards and passes, to include application forms, photographs, letters of debarment, and related papers.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Purpose(s):

Information is maintained and used by DLA and DoD security personnel to adequately control access to, and movement on DLA activities and facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained and used by General Services Administration Protective Service personnel to adequately control access to, and movement on DLA activities and facilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in areas accessible only to authorized DLA personnel.

Retention and disposal:

Records are destroyed 1 year after termination or transfer of person granted access, except that individual badges, photographs or passes will be destroyed upon revocation, cancellation, or expiration. Records relating to persons barred from a facility will be destroyed 5 years after the person is notified he is barred from an activity or installation.

System manager(s) and address:

Security Officers of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the appropriate System Manager.

Record access procedures:

Official mailing addresses of System Managers are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents of records and appealing initial determinations regarding access may be obtained from the System Manager.

Record source categories:

Individuals applying for identification badge, card, or pass, security personnel, and Commanders who bar persons from access to their activities or installations.

Exemptions claimed for the system:

None.

S161.30DLA-T

System name:

Motor Vehicle Registration Files.

System location:

Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

DLA civilian and military personnel, contractor employees, vendors, and other persons requiring use of private vehicles on DLA activities or facilities.

Categories of records in the system:

Application forms and papers relating to registration of private vehicles and commercial vehicles.

Authority for maintenance of the system:

National Highway Safety Act of 1966 (23 U.S.C. 401, et seq.) and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, policy traffic services and records, accident investigation and reporting.

Purpose(s):

Information is maintained to provide adequate controls on movement of privately owned motor vehicles on DLA activities and facilities, consistent with safety and applicable traffic regulations. Information is used by DLA Security personnel to ensure that only authorized vehicles enter DLA facilities and activities and that those vehicles carry required liability insurance. Also, to plan for future parking requirements and to be able to identify vehicles and their owners by decal number in the event of emergency or traffic problems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, application cards, and on some activities logs containing accountability for decals. Computer magnetic tapes or discs, computer paper printouts.

Retrievability:

Filed alphabetically by last name and cross-referenced by decal number.

Safeguards:

Records are maintained in areas accessible only to DLA security personnel.

Manual records are either secured in locked storage and file cabinets or under the constant observation of security personnel during both duty and non-duty hours. The computer terminal used for access to, input and changes to the automated system is maintained in an area under constant observation of security personnel. Access to the automated system through the computer terminal is protected by password identification. Magnetic tapes and discs are kept in the computer room, which is itself a security container with locked doors and access-limited persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing and are logged in and out only to cleared personnel with an official need. Reports with individual data are closely controlled. Computer personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Individuals requesting information must identify themselves and their relationship to the individual on whom the record information is being requested. Individuals other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed.

Retention and disposal:

Destroy upon normal expiration or 3 years after revocation of registration.

Heads of PLFAs which are responsible for the installation on which they are located.

System manager(s) and address:

Heads of PLFAs which are responsible for the installation on which they are located.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which registration occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver license, employing office identification card, and give some verbal information that could be verified with his 'case' folder

Contesting record procedures:

DLA rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Information provided by the applicant and DLA security personnel.

Exemptions claimed for the system:

None.

S161.40DLA-T

System name:

Vehicle Accident Investigation Files.

System location:

Heads of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Any person involved in a vehicle traffic accident on property controlled by DLA or operating a DLA vehicle.

Categories of records in the system:

Reports, sketches, photographs, medical reports and related papers concerning traffic accident investigation.

Authority for maintenance of the system:

National Highway Safety Act of 1966 (23 U.S.C. 401, et seq.) and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, policy traffic service and records, accident investigation and reporting.

Purpose(s):

Information is maintained for purposes of accident cause identification and to formulate accident prevention programs for improvement in traffic patterns and for preparation of statistical reports required by higher authority.

Information is used by:

Security Officers and DLA Police: To determine actions required to correct the cause of the accident. In cases involving personal injury, to provide verification in processing workmen's compensation cases.

Claims Officers: To determine validity of clams against U.S. Government, when such are filed by a person involved in an accident.

DoD Medical personnel: To make medical determinations about individuals involved in accidents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by:

Federal Law Enforcement Agencies: In cases involving facilities or serious hit and run accidents, to investigate, identify suspects, and to determine if criminality or criminal negligence was involved.

Non-DoD Medical personnel: To make medical determinations about individuals involved in accidents.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of person involved, when known, or by victim's name or by police report number in unsolved hit and run cases.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy after 2 years, except that documentation pertinent to claims will be maintained for 10 years after final settlement.

System manager(s) and address:

Heads of PLFAs who are responsible for the DLA installation or vehicle involved.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which accident occurred or if individual is or was a DLA employee, the name of the employing DLA activity is also required.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license or employing agency identification card. Some verbal information may be required to verify the file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA, Department of Defense, General Services Administration Police, Federal law enforcement agencies, medical facilities.

Exemptions claimed for the system:

None.

S161.50DLA-T

System name:

Traffic Violations File.

System location:

Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

All persons who commit a traffic violation on DLA controlled property.

Categories of records in the system:

Traffic tickets, documents relating to withdrawal of driving privileges, and reports of corrective or disciplinary action taken.

Authority for maintenance of the system:

National Highway Safety Act of 1966 (23 U.S.C. 401, et seq.) and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

Purpose(s):

Information is maintained to identify traffic offenders, to enforce applicable traffic regulations and to promote safety.

Information is used by:

DLA Security Officers and DoD to identify traffic violations, to enforce applicable traffic regulations, to promote safety and to initiate corrective or disciplinary action against the offenders.

DLA supervisors and managers - to take corrective or disciplinary action against offenders under their supervision.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, ticket books, card index files. Computer magnetic tapes or discs, computer paper printouts.

Retrievability:

Filed alphabetically by last name of the offender and cross-indexed by ticket number.

Safeguards:

Records are maintained in areas accessible only to DLA Security personnel. Manual records are either secured locked storage and/or file cabinets or under the constant observation of security personnel during both duty and non-duty hours. The computer terminal utilized for access to, input and changes to the automated system is maintained in an area under constant observation of security personnel. Access to the automated system through the computer terminal is protected by password identification. Magnetic tapes and discs are kept in the computer room, which itself is a security container with locked doors and access limited persons appropriately used in processing, and are logged in and out only to cleared personnel with an official need. Reports with personal data are closely controlled. Computer personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Individuals requesting information must identify themselves and their relationship to the individual on whom the record information is being requested. Individuals other than the individual of record must specify what information is requested and the purposes for which it would be used, if disclosed.

Retention and disposal:

Destroy after 2 years.

System manager(s) and address:

Heads of PLFAs which have responsibility for managing traffic on the installation.

Notification procedure:

Written or personal request for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which violation occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing address of the System Manager is in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA, DoD Security Police and traffic offenders.

Exemptions claimed for the system:

None.

S161.60DLA-T

System name:

Seizure and Disposition of Property Records.

System location:

Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Any person identified on DLA controlled property, as being in possession of contraband or physical evidence connected with criminal offense.

Categories of records in the system:

Documents pertaining to acquisition, storage and disposition of contraband and physical evidence to include receipts, chain of custody documents, release, and disposition or destruction certificates.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Purpose(s):

Information is maintained and used by DLA security personnel to provide accountability for confiscated contraband and acquired physical evidence. To maintain chain of custody on evidence for presentation in court in cases requiring criminal prosecution.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information will be provided to local, state, and federal law enforcement agencies and courts of competent jurisdiction when criminal action is taken.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files and property logs.

Retrievability:

Filed by property log number, and last name, if a person has been identified in the particular case; by incident number if property was found on the premises or recovered from a crime scene.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy 3 years after final action on or disposition of the property and responsibility therefore has been appropriately terminated.

System manager(s) and address:

Head of PLFAs who are responsible for investigating suspected criminal acts.

Notification procedure:

Written or personal requests for information may be directed to System Manager.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Individuals involved, security personnel, local, state and Federal Law Enforcement Agencies and DoD investigative agencies providing support to DLA.

Exemptions claimed for the system:

None.

S161.70DLA-T

System name:

Firearms Registration Records.

System location:

Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Civilian and military personnel having privately owned firearms and occupying quarters on DLA controlled activities or facilities.

Categories of records in the system:

Firearms registration forms, and other documents relating to registration of privately owned firearms.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directive 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Purpose(s):

Information is used by personnel to ensure proper maintenance and safekeeping of privately owned weapons by personnel residing on DLA controlled premises. Records are used to identify the owner of a particular weapon by DoD security personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to identify the owner of a particular weapon by local, state and Federal law enforcement agencies.

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed alphabetically by last name of the owner of the firearm.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy 6 months after cancellation of registration or departure of the registrant from the jurisdiction of the registering activity.

System manager(s) and address:

Heads of PLFAs who are responsible for base housing on a DLA installation.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and identity of DLA installation upon which he resided.

Record access procedures:

Official mailing addresses of System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that can be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Persons registering firearms, and DLA security personnel.

Exemptions claimed for the system:

None.

S162.60DLA-T

System name:

Police Force Records.

System location:

Defense Logistics Agency (DLA) Primary Field Activities (PLFAs).

Categories of individuals covered by the system:

DLA Security Police personnel.

Categories of records in the system:

Documents relating to operation and use of security police, their security clearances, weapons qualification, training, uniforms, weapons, shift assignments and related papers.

Authority for maintenance of the system:

Section 21 of the Internal Security Act of 1950 (50 U.S.C. 781, et seq.) and Department of Defense (DoD) Directive 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Purpose(s):

Information is maintained and used by DLA Security Officers and Police Supervisors to maintain control of property, weapons and ammunition; to ensure proper training; to develop schedules and procedures to improve efficiency. Records are used to determine if an individual is qualified in the use of firearms and if he has a security clearance which would authorize him to handle classified information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, weapon cards, and property receipts.

Retrievability:

Filed in alphabetical order by name.

Safeguards:

Records are maintained in areas accessible only to DLA security supervisory personnel.

Retention and disposal:

Destroy after 5 years or when superseded or obsolete, as applicable.

System manager(s) and address:

Heads of PLFAs who are responsible for the operation of base or facility security forces.

Notification procedure:

Written or personal requests for information may be directed to the System Manager.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA Security Officers and Security Police personnel.

Exemptions claimed for the system:

None.

S233.10DLA-K

System name:

Work Assignment, Performance and Productivity Records and Reporting Systems.

System location:

Immediate supervisor and other appropriate supervisory and management levels within the individual Primary Level Field Activities of the Defense Logistics Agency (DLA) or of the DLA Headquarters. Some or all of the records listed may or may not be kept by any particular supervisor or at any particular organizational level.

Categories of individuals covered by the system:

Employees of organizational segments for which such records are kept or former such employees.

Categories of records in the system:

Descriptions of individual assignments, target dates, progress against targets, hours expended against particular assignments or categories of assignments, cost accounting codes and similar workload data, including such matters as number of contracts or projects assigned and description of assignments.

Authority for maintenance of the system:

Title 5, United States Code, Ch. 33; 5 U.S.C. 301 and 302.

Purpose(s):

The information is used by the employee's immediate supervisor and other appropriate management officials to record and make reports on individual work assignments and the amount of effort devoted to each assignment. The information is used to schedule work, make progress reports and supervise and control workload. It is used to assure that workload is equitably assigned and to determine which employees have performed which categories of assignment in order to determine the experience of assignment of new work or for resolving problems, such as those related to a particular item or a particular contraet. The data may also be used to evaluate individual and group performance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or binders and file index cards.

Retrievability:

Retrievable by employee's name, although records may be filed chronologically or by type of assignment.

Safeguards:

Records are maintained in file cabinets and are accessible to authorized agency personnel only.

Retention and disposal:

Records are retained so long as the employee is engaged in the same work in the same organizational segment, but in no case longer than 5 years. Records are destroyed when employees leave the job or the organizational unit or when 5 years have elapsed.

System manager(s) and address:

The Commander, DLA Primary Level Field Activities.

Notification procedure:

Individual inquiries as to which work assignment records are maintained regarding a given person should be directed to the immediate or second line supervisor.

Record access procedures:

Personal or written requests for the content of the record should be addressed to the first or second line supervisor. Written requests for information may, however, be addressed to the System Manager and should identify the employee by name and organizational segment. Official mailing addresses of the System Managers are in the DLA Directory. For personal visits to the System Manager, the individual should provide some acceptable identification, such as activity identification card or driver's license.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Employee's supervisors or team leaders.

Exemptions claimed for the system:

None.

S243.30DLA-K

System name:

Complaints.

System location:

Staff Director, Personnel, Headquarters Defense Logistics Agency (HQ DLA), and Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

DLA civilian and military personnel, and former personnel, contractor employees, union spokesmen, and other individuals and organizations who have presented complaints to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA), or other officials which have been referred to Staff Director, Personnel, headquarters DLA, for response, actions or information.

Categories of records in the system:

Case files concern complaints to the President; Members of Congress; Secretary of Defense; Director, DLA; and Staff Director, Personnel, HQ DLA. These include letters, telegrams, reports, statements of witnesses, input from staff elements and field activities, and related and supporting papers regarding specific complaint.

Authority for maintenance of the system:

5 U.S.C. 552; E.O. 11491; Department of Defense (DoD) Directive 5400.4, and DoD Directive 5102.22.

Purpose(s):

Information is collected in order to base reply to complainant and to determine need for, and course of action to be taken regarding complaint.

Information is used by: Director, DLA and DLA staff, field commanders, managers and supervisors in replying to additional inquiries and for bring to attention of higher level management, when appropriate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is furnished to individuals or organizations who wrote to DLA on behalf of the complainant and who use it to respond to the complainant, or for other related purposes.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and a log book.

Retrievability:

Complaints to the President and Members of Congress are filed alphabetically by last name of individual or employee or by DLA activity name. Employee group complaints are filed under the activity where originated. Union or civil rights organization complaints, complaints to the Secretary of Defense and to the Director of, DLA are filed under complaints in one folder, or by activity name.

Individuals names can be located within activity files.

Safeguards:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years, records are destroyed.

System manager(s) and address:

Staff Director, personnel, HQ DLA, and Civilian Personnel Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, the name of any DLA activity involved, and general nature of complaint individual believes to be filed in the system.

Record access procedures:

Written requests for information should be addressed to the System Manager. See the DLA Directory for mailing addresses. The request should contain the full name, current address and telephone number of the individual, and the general nature of complaint individual believes to be filed in this system. For personal visits, individual should also be able to provide some acceptable identification, that is, driver's license, work identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Employee's supervisors, civilian personnel office of employee's activity, U.S. Office of Personnel Management, staff elements, other Federal agencies, DLA activities or other parties that may have information pertinent to specific complaint, or an interest in the complaint.

Exemptions claimed for the system:

None.

S252.50DLA-G

System name:

Claims & Litigation, other than Contractual.

System location:

Primary System--Case on claims or potential claims against the Government, law suits and potential law suits arising from the noncontractual operation of the Defense Logistics Agency (DLA); Office of General Counsel, Headquarters, DLA. Decentralized segments--corresponding files at Offices of Counsel, DLA Field Activities.

Categories of individuals covered by the system:

Employees, groups of employees, members of the general public and public interest organizations.

Categories of records in the system:

Letters from individuals or attorneys, Agency or other investigative reports, witness statements, complaints, pleadings and other court documents, litigation reports, working papers and drafts; documentary and physical evidence.

Authority for maintenance of the system:

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in 28 U.S.C., Ch 31.

Purpose(s):

Information is used in settlement of claims or lawsuits. Information is used in the defense and prosecution of law suits involving DLA.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by individual claimants or litigants or their representatives, the Department of Justice, and the investigative, audit, inspection and legal staffs of other Executive agencies as appropriate and the investigative, audit, inspection and legal staffs of the General Accounting Office in the conduct of litigation and administrative settlement of claims.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in combination of paper and automated files.

Retrievability:

Filed alphabetically by the name of the litigant and/or by year.

Safeguards:

Records, as well as computer terminals, are maintained in areas accessible only to DLA personnel. In addition, access to the computerized information in the system is limited to authorized users and is password protected.

Retention and disposal:

Files are destroyed ten years after final disposition of claim.

System manager(s) and address:

General Counsel, Defense Logistics Agency, HQ DLA, Cameron Station, Alexandria, VA 22314

Notification procedure:

Written requests for information shall be directed to the System Manager. Request must contain name of litigant, year of incident, and should contain court case number in order to ensure proper retrieval in those situations where a single litigant has more than one case with the Agency.

Record access procedures:

Official mailing addresses are in the DLA Directory. Written request for information should contain the full name, current address and telephone number of the individual.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Agency investigation and legal discovery under the Federal Rules of Civil Procedure.

Exemptions claimed for the system:

None.

S253.10DLA-G

System name:

Invention Disclosure.

System location:

Files of the Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

Categories of individuals covered by the system:

Employees and military personnel assigned to DLA who have submitted invention disclosures to the DLA General Counsel.

Categories of records in the system:

Files documenting investion disclosures and investigation as to patentability thereof.

Authority for maintenance of the system:

E.O. 10096, Jan. 23, 1950 as amended by E.O. 10930, Mar. 24, 1961, and Defense Logistics Procurement Regulation, 9000.50.

Purpose(s):

Used by DLA Patent Counsel for determinations regarding acquisition of patents and right of inventor.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to other government agencies or to non-government agencies or to non-government personnel (including contractors or prospective contractors) having an identified interest in a particular invention and the Government's rights therein.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Field by names of inventors.

Safeguards:

Accessible only to DLA personnel.

Retention and disposal:

Destroy 26 years after file is closed.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Direct information requests to System Manager.

Record access procedures:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Exemptions claimed for the system:

None.

S253.30DLA-G 1

System name:

Royalties.

System location:

Files of the Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

Categories of individuals covered by the system:

Individual and firms to whom patent royalties are paid by Defense Logistics Agency contractors.

Categories of records in the system:

Reports from DLA procurement centers of patent royalties submitted pursuant to Defense Acquisition Regulation (DAR) forwarded to Defense Logistics Agency Headquarters, Office of General Counsel for approval, and included in pricing of respective contracts.

Authority for maintenance of the system:

10 U.S. Code 2304(g), DLA Procurement Regulation (PR) 9-110 and Defense Acquisition Regulation (DAR) 9-100.

Purpose(s):

Reviewed by DLA Patent Counsel for approval of royalties on continuing basis.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to other government agencies or to non-government personnel (including contractors or prospective contractors) having an identified interest in the allowance of royalties on DLA contracts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by patent number. Names of inventors and patent owners are retrievable from these numbers.

Safeguards:

Accessible only to DLA personnel with an official need to know.

Retention and disposal:

Destroyed after 26 years.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Direct information requests to System Manager.

Record access procedures:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the government, consultation with government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Exemptions claimed for the system:

None.

S253.30DLA-G 2

System name:

Patent Licenses and Assignments.

System location:

Files of the Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

Categories of individuals covered by the system:

Individuals and firms which have granted patent licenses or assignments to DLA.

Categories of records in the system:

Files including patent license and assignment agreements and accounting records indicating basis for Government payment of royalties during life of agreements.

Authority for maintenance of the system:

10 U.S.C. 2386, Defense Acquisition Regulation (DAR) 9, Part 4; and Defense Logistics Procurement Regulation (DLPR) 9-401.50.

Purpose(s):

Used by DLA Patent Counsel for acquisition and administration of patent license and assignment agreements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by name of individual or firm granting rights.

Safeguards:

Accessible only to DLA personnel with official need to know.

Retention and disposal:

Destroyed 26 years after file is closed.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Direct information requests to System Manager.

Record access procedures:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the government, consultation with government and non-government personnel, information from other government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Exemptions claimed for the system:

None.

S253.40DLA-G

System name:

Patent Infringement.

System location:

Files of Patent Counsel, Office of the General Counsel, Defense Logistics Agency (DLA).

Categories of individuals covered by the system:

Individuals and firms involved in potential or actual claims or litigation against the United States for infringement of patents.

Categories of records in the system:

Investigative files relating to patentability and enforceability of asserted patents and procurement of accused items.

Authority for maintenance of the system:

10 U.S.C. 2386; 10 U.S.C. 2356; 28 U.S.C. 520; 28 U.S.C. 1498; 35 U.S.C. 181-188; and 35 U.S.C. 286, Defense Acquisition Regulation (DAR) 9, Part 4; Defense Logistics Procurement Regulation (DLPR) 9-401.50.

Purpose(s):

Used by DLA Patent Counsel for actions, determinations or recommendations regarding disposition of claims or litigation by DLA or Military Departments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to the Department of Justice and other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by name of claimant or litigant.

Safeguards:

Accessible only to DLA personnel.

Retention and disposal:

Destroyed 26 years after file is closed.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Direct information requests to System Manager.

Record access procedures:

Official mailing address of the System Manager is Office of General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314. Written requests should include full name, current address and telephone numbers of requester. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Exemptions claimed for the system:

None.

S255.01DLA-G

System name:

Fraud & Irregularities.

System location:

Primary System--Case files on actual or suspected fraud, criminal conduct and antitrust violations which arise from procurement, the disposal of surplus property, the administration of contracts or any other operation of the Defense Logistics Agency (DLA) are filed at the Office of the General Counsel, DLA. Decentralized segments--corresponding files at Office of Counsel for field activities.

Categories of individuals covered by the system:

Any individual or group of individuals or other entity, involved in or suspected of being involved in any fraud, criminal conduct or antitrust violation relating to DLA procurement, property disposal to DLA procurement, property disposal or contract administration, or other DLA activities.

Categories of records in the system:

Investigative reports, complaints, pleadings and other court documents, litigation reports, working papers, documentary and physical evidence, contractor suspensions and debarments.

Authority for maintenance of the system:

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in 28 U.S.C. Chs. 31 and 32.

Purpose(s):

Information is used in the investigation and prosecution of criminal or civil actions involving fraud, criminal conduct and antitrust violations and is used in determinations to suspend or debar individuals or other entities from DLA procurements and sales.

Information may be referred to and used by DoD investigators and Government attorneys in DLA and other activities of the Department of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be referred to and used by Federal investigators, Department of Justice, and other contracting, audit, inspection, investigative, and legal activities of other agencies to include State and local law enforcement agencies, as appropriate.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in combination of paper and automated files.

Retrievability:

Filed alphabetically by the name of the subject individual or other entity.

Safeguards:

Records, as well as computer terminals, are maintained in areas accessible only to DLA personnel. In addition, access to and retrieval for computerized files is limited to authorized users and is password protected.

Retention and disposal:

Records are destroyed ten years after all aspects of the case are closed.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Written requests for information shall be directed to the System Manager. Requests must contain name of subject and sufficient identification of the incident in order to ensure correct retrieval.

Record access procedures:

Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, current address and telephone number of the individual.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Federal, state and local investigative agencies; other federal agencies; DLA employees; and individuals.

Exemptions claimed for the system:

None.

S257.10DLA-G

System name:

Standards of Conduct.

System location:

Decentralized system--Office of the General Counsel, Headquarters, Defense Logistics Agency, (HQ DLA), maintains Executive Personnel Financial Disclosure Report, Standard Forms 278; and Statement of Employment and Financial Interests, DD Forms 1555 on Headquarters, DLA DASC, DTIC, DDMP employees and Commanders, Deputy Commanders, and Counsels of Primary Level Field Activities (PLFAs).

Other DD Forms 1555 required by the PLFAs are maintained at the DLA Field Activity Office of Counsel.

Standard of Conduct Certifications are maintained in each HQ DLA and PLFA Primary Staff Elements.

Categories of individuals covered by the system:

Includes DLA employees whose official duties require the exercise of judgment in making government decisions or taking actions which may have a significant economic impact on any non-federal entity.

Categories of records in the system:

Includes Standard Forms 278 and DD Forms 1555 or allegation of a violation of standards of conduct, investigatory reports by the Government, recommendations and determinations as to whether a violation of the standards of conduct occurred and what sanction may be appropriate and/or was imposed.

Authority for maintenance of the system:

Executive Order 11222; 'The Ethics in Government Act of 1978', Pub. L. 95-521; and DLA Regulation 55000.1

Purpose(s):

Information is used by the DLA General Counsel's Office in its efforts to preclude DLA employees from making determinations in areas where such decisions might be or appear to be in conflict with personal interests. Information is used by the General Counsel's Office to determine if DLA personnel are observing the highest standards of business ethics. Records may be forwarded to Director, DLA or DLA Field Activity Commanders for appropriate action.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be referred to the Department of Justice or the appropriate criminal investigative agency.

See also the blanket routine use set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Records are retrievable by surname of employee or by date.

Safeguards:

Records are retained in areas accessible only to authorized personnel in Office of General Counsel or others as determined by General Counsel, DLA. DD Forms 1555 are retained in locked file cabinets.

Retention and disposal:

Incidents of violation of standards of conduct, indefinitely; DDs 1555, until employee leaves employment of DLA.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Requests for information should be addressed to the System Manager. Individual requesting information should state name, subject matter of information requested, and date of form or (alleged) violation.

Record access procedures:

The System Manager can provide assistance.

Contesting record procedures: DLA rules for contesting contents may be obtained from the System Manager.

Record source categories:

Individuals, other employees, and non-employees having knowledge of the alleged violation of the standards of conduce.

Exemptions claimed for the system:

None.

S259.05DLA-G

System name:

Legal Assistance.

System location:

Decentralized System located at both Office of General Counsel, Headquarters, Defense Logistics Agency (HQ DLA), and at the Offices of the Counsels, Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Authorized military personnel and dependents who have requested legal assistance.

Categories of records in the system:

Wills, Powers of Attorney and other legal documents prepared in response to requests for legal advice. Also background information supplied by requester to prepare the documents.

Authority for maintenance of the system:

5 U.S.C. 301 and 302.

Purpose(s):

Documents are used to provide copies for individuals requesting the assistance, their representative or where otherwise appropriate, members of their immediate families. Documents may also be used as models or examples for preparing future documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or card files.

Retrievability:

Attorney operating folders are kept in a file cabinet or other storage devices accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

Safeguards:

Attorney operating folders are kept in a file cabinet or other storage devices accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

Retention and disposal:

Destroy 2 years after completion of case, except documents withdrawn for use as precedents may be held by topics until no longer required for references purposes.

System manager(s) and address:

General Counsel, Defense Logistics Agency, Cameron Station, Alexandria, VA 22314 and Counsels, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to System Manager. Individual must provide full name and, if appropriate, date assistance was requested.

Record access procedures:

The DLA rules for access to records by the individual concerned may be obtained from the System Manager.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Individual requesting assistance.

Exemptions claimed for the system:

None.

S270.10DLA-K

System name:

Request for Assistance and Information.

System location:

Staff Director, Personnel, Headquarters, Defense Logistics Agency (HQ DLA), and Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Civilian and military personnel, former employees, contractor employees, attorneys, and other individuals or organizations who have requested assistance and information from the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA) or other officials, which have been referred to the Staff Director, Personnel, Headquarters DLA, for response, action or information.

Categories of records in the system:

Case files include requests for assistance and information sent to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency or Staff Director, Personnel, Headquarters DLA, by the individual and the DLA responses, action documents, and other related documents and material.

Authority for maintenance of the system:

5 U.S.C. 552, Public Information, Department of Defense Directive 5400.4, 'Provisions of Information to Congress;' and Department of Defense Directive 5105.22; 'Defense Logistics Agency.'

Purpose(s):

Information is maintained for replying to subsequent inquiries and as background material regarding the responses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is provided members of Congress, the Office of Personnel Management, and other federal agencies, attorneys, civil rights organizations, and parties involved in veterans' matters and training as well as other matters affecting DLA employees.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and log book.

Retrievability:

Alphabetically by last name of individual involved with or requesting information and assistance, or by DLA field activity name, when requests are from groups.

Safeguards:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year, held one to three additional years in an inactive file, and subsequently are destroyed.

System manager(s) and address:

Staff Director, Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name, the name of any DLA activity that is involved, and the general nature of the request for assistance or information individual believes may be filed in this system.

Official mailing addresses of Systems Managers are in the DLA Directory located at the end of the DLA record system notices. Written requests for information may be directed to the particular System Manager concerned and should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some form of acceptable identification, such as driver's license or employing office identification.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

The office or activity to which the inquiry or request was directed, the employee's supervisors, civilian personnel office of employee's activity, U.S. Office of Personnel Management, Federal agencies involved and other persons or organizations that could assist in final solution of the matter.

Exemptions claimed for the system:

None.

S270.30DLA-B

System name:

Biography File.

System location:

Office of Public Affairs, Headquarters, Defense Logistics Agency (DLA) and Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Selected civilian and military personnel currently and formerly assigned to DLA and other persons affiliated with DLA and the Department of Defense (DoD).

Categories of records in the system:

Biographical information provided by the individual.

Authority for maintenance of the system:

5 U.S.C. 301 and 302.

Purpose(s):

Information is maintained as background material for news and feature articles covering activities, assignments, retirements, and reassignments of key DLA commanders and executives, in the preparation of speeches by the Director/Deputy Director at change of Command, retirement and awards ceremonies; and for annual visits or other activities by persons affiliated with DLA or DoD.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by DLA public affairs personnel to prepare news and feature articles with the knowledge and consent of the individual concerned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or card index file.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Records are maintained in an area accessible only to DLA Public Affairs Office personnel.

Retention and disposal:

Files are retained in current files area and destroyed 2 years after retirement, transfer or death of DLA personnel or termination of affiliation with DLA or DoD by other persons.

System manager(s) and address:

Staff Director, Public Affairs, DLA and Public Affairs Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and employing activity.

Record access procedures:

Official mailing addresses of System Manager are in the DLA Directory. Written request for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license, or employing office identification.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Individuals concerned on a strictly volunteer basis.

Exemptions claimed for the system:

None.

S322.09 DLA-LZ

System name.

Joint Duty Assignment Management Information System.

System location:

Primary Location: Defense Manpower Data Center, 1600 Wilson Blvd., Suite 400, Arlington, VA 22209-2593; Decentralized segments: Joint Chiefs of Staff and Military Personnel Centers of the services.

Categories of individuals in the system:

All active duty officers who are serving or have served in billets designated as joint duty assignment positions; are attending or have completed joint professional military education schools; are joint specialty officers or nominees.

Categories of records in the system:

The information on billets includes service, unit identification code, normal tour length, rank, job title, skill and critical billet. Information on individuals includes social security number, joint duty qualification, departure reason, joint professional military education status, promotion board results, service, occupation, sex, date of rank and duty station.

Authority for maintenance of the system:

10 U.S.C. 136; 10 U.S.C. 667.

Purpose:

To allow the Department of Defense to monitor Joint Duty Assignment positions and personnel and to report to the Congress as required by Title IV, Chapter 38, Section 667 (Annual Report to Congress) of the DoD Reorganization Act of 1986; Pub. L. 99-433.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The blanket routine use statements set forth at the beginning of the DLA listings of systems of records are also applicable to this record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on disk.

Retrievability:

Records may be retrieved by individual identifier such as social security number or by demographic characteristic.

Safeguards:

Data is stored in automated form in locked limited access areas and may be accessed only by user code and password.

Retention and disposal:

Records are historical in nature and as such are retained indefinitely.

System manager(s) and address:

Director, Defense Manpower Data Center, 1600 N. Wilson Blvd., Suite 400, Arlington, VA 22209-2593, telephone (202) 696-5816. Autovan 226-5816.

Notification pprocedure:

Information may be obtained from the System Manager.

Record access procedure:

Request from individuals should be addressed to the System Manager. Written requests for information should contain the full name, social security number, current address and telephone number of the individual.

Contesting record procedures:

The record accuracy may be contested through the administrative processes of military service personnel centers. Individual should follow the contesting record procedures of the applicable system of record of the particular military service involved.

Record source categories: The military services and Office of the Joint Chiefs of Staff.

Exemptions claimed for the system:

None.

S322.10 DLA-LZ

System name:

Defense Manpower Data Center Data Base.

System location:

Primary location: W.R. Church Computer Center, Navy Postgraduates School, Monterey, CA 93920-5000.

Back-up files maintained in a bank vault in Hermann Hall, Naval Postgraduate School, Monterey, CA.

Decentralizes segments-Portions of this file may be maintained by the military personnel and finance centers of the services, selected civilian contractors with research contracts in manpower area and other Federal agencies.

Categories of individuals covered by the system:

All officers and enlisted personnel who served on active duty from July 1, 1968 and after or who have been a member of reserve component since July 1975; retired military personnel; participants in Project 100,000 and Project Transition and the evaluation control groups for these programs. All individuals examined to determine eligibility for military service at an Armed Forces Entrance and Examining Station from July 1, 1970, and later. DoD civilian employees of DoD civilian employees separated since January 1, 1971. All veterans who have used GI Bill education and training employment service office since January 1, 1971. All veterans who have used GI Bill education and training entitlements, who visited a state employment service office since January 1, 1971, or who participated in a Department of Labor special program since July 1, 1971. All individuals who ever participated in an educational program sponsored by the U.S. Armed Forces Institute, all individuals who ever participated in the Armed Forces Vocational Aptitude Testing Programs at the high school level since September 1969. Individuals who responded to various paid advertising campaigns seeking enlistment information since July 1, 1973; participants in the Department of Health and Human Services, National Longitudinal Survey. Individuals responding to recruiting advertisements since January 1987; survivors of retired military personnel who are eligible for or currently receiving disability payments or disability income compensation from the Veterans Administration; surviving spouses of active or retired deceased military personnel; 10

disabled veterans and their survivors.

Individuals receiving disability compensation from the Veterans Administration or who are covered by a Veterans Administration insurance or benefit program; civilian employees of the Federal Government; dependents of active duty military retirees, selective service registrants. Individuals receiving a security background investigation as identified in the Defense Central index of Investigation. Former military and civilian personnel who are employed by DoD contractors and are subject to the provisions of 10 U.S.C. 2397.

Categories of records in the system:

Computerized records consisting of Name, Service Number, Selective Service Number, Social Security Account Number, demographic information such as home town, age, sex, race, and educational level; civilian occupational information, military personnel information such as rank, length of service, military occupation; aptitude scores, post-service education, training, and employment information for veterans; participation in various inservice education and training; programs, military hospitalization records and home and work addresses.

CHAMPUS claim records containing enrollee, patient and provided data such as cause of treatment, amount of payment, name and social security or tax ID of providers or potential providers of care, military compensation data, selective service registration data, Veterans Administration disability payment records and credit of financial data as required for security background investigations.

Authority for maintenance of the system:

10 U.S.C. 136; Pub. L. 97-252; Pub. L. 97-365; 10 U.S.C. 2358; 10 U.S.C. 2397.

Purpose(s):

The purpose of the system of records is to provide a single central facility within the manpower trends, support personnel functions, perform longitudinal statistical analysis, identify current and former DoD civilian and military personnel for purposes of detecting fraud and abuse of pay and benefit programs and to collect debts owned to the United States Government and state and local governments.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Veterans Administration (VA). To administer Veterans Administration and DoD programs for Reserve pay, VA compensation, military retired pay and active duty separation payments. To analyze the cost to the individual of military service connected disabilities, to monitor the amount of coverage under the Veterans' Group Life insurance program, and to provide information on individuals; eligibility for GI Bill education and training benfits. To Veterans Administration and its contractor, the Prudential Insurance Company; to notify members of the Individual Ready Reserve (IRR) of their right to apply for Veterans' Group Life Insurance coverage. To the Veterans Administration Management Sciences Division, Statistical Policy and Research Office, Office of Information Management and Statistics, for the purpose of selection samples for surveys asking veterans about the use of veterans benefits and satisfaction with VA services, and to validate eligibility for VA benefits.

Internal Revenue Service (IRS): For the purpose of obtaining home addresses to contact Reserve component members for mobilization purposes and for debt collection. For the purpose of conducting aggregate statistical analyses on the impact of DoD personnel of actual changes in the tax laws and to conduct aggregate statistical analyses to lifestream earnings of current and former military personnel to be used in studying the comparability of civilian and military pay benefits. To aid in administration of Federal Income Tax laws and regulations, to identify non-compliance and delinquent filers.

Department of Health and Human Services (DHHS): Disclosure of information from this system may be made to the Office of the Inspector General for the purpose of identification and investigation of DoD employees (military and civilian) who may be improperly receiving funds under the Aid of Families of Dependent Children Program. To the Office of Child Support Enforcement, pursuant to Pub. L. 93-647, to assist state child support offices in locating absent parents in order to establish and/or enforce child support obligations.

Social Security Administration (DHHS): To the Office of Research and Statistics for the purpose of conducting statistical analyses of impact of military service and use of GI Bill benefits on long term earnings. To the Bureau of Supplemental Security Income for the purpose of verification and adjustment of payments made by the SSA to the active and retired military members under the Supplemental Security Income Program.

DOD Civilian Contractors: Disclosure of information may be made from this system to contractors for the purpose of performing research on manpower problems for statistical analyses.

Office of Personnel Management (OPM): Disclosure of information may be made for this system for the purpose of OPM carrying out its management functions. Records disclosed concern pay, benefits, retirement deductions, and other information necessary for those management functions.

Selective Service Systems (SSS): Information from this system may be disclosed to the Director of the Selective Service System for the purpose of facilitating compliance of members and former members of the Armed Forces, both active and reserve, with the provisions of the Selective Service registration regulations.

Department of Education (DOE): Disclosure of information may be made from this system to DOE for the purpose of identifying individuals who appear to be in default of their guaranteed student loan so as to permit DOE to take action, where appropriate, to accelerate recoveries of defaulted loans.

Department of Labor (DOL): To reconcile the accuracy of unemployment compensation payments made on behalf of former DOD employees and members.

Federal Government and Quasi-Federal Agencies: To identify military retirees employees in a civilian capacity whose civilian pay must be offset as a result of increases in military retiree pay pursuant to the Budget Reconciliation Act of 1982, Pub. L. 97-252.

To Federal Agencies, Territorial, State, and Local Governments: To support personnel functions requiring data on prior military service credit for their employees or for job applications. To help eliminate fraud and abuse in their benefit programs and to collect debts and overpayments owed to those programs. Information released includes name, social security number and mailing address of individuals.

Other Federal Agencies: To help eliminate fraud and abuse in the program administered by agencies within the Federal government and to collect debts and overpayment owed to the Federal government. Information release may include aggregate data and/or individual records in the record system may be transferred to any other federal agencies having a legitimate need for such information and applying appropriate safeguards to protect data so provided. Records of debtors obligated to DOD, but currently employed by another federal agency may be referred to the employing agency under the provisions of the Debt Collection Act of 1982 for the purpose of the debt.

Consumer Reporting Agencies: Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Area (15 U.S.C. 11681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).

Credit Bureaus and Debt Collection Agencies: Disclosures may be referred to private contract organizations to comply with the provisions of the Debt Collection of 1982 (10 U.S.C. 136) for non-payment of an outstanding debt, and to comply with requirements to update security clearance investigations.

Defense Contractors: To monitor the employment of former DOD employees and members subject to the provisions of 10 U.S.C. 2397.

Financial Institutions: To contact employees to avoid escheatment of an employee's account or to otherwise benefit employees.

State, Local, or Territorial Government: To return unclaimed property or assets to employees.

Blanket Routine Uses: See also the blanket routine used set forth at the beginning of the Defense Logistics Agency's listing of systems of records which are also applicable to this record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Retrievable by name. Social Security Number, occupation, or any other data element contained in system.

Safeguards:

Primary location—At W.R. Church Computer Center, tapes are stored in a locked cage in machine room, which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

Back-up location—tapes are stored in a bank type vault and buildings are locked after hours and only properly cleared and authorized personnel have access.

Retention and disposal:

Files constitute a historical data base and are permanent.

System manager(s) and address:

Deputy Director, Defense Manpower Data Center (DMDC) 550 Camino El Estero, Monterey, CA 93940.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Written requests for information should contain the full name, Social Security Number, date of birth, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other identification card.

Contesting record procedures:

The DLA rules for access to records and for contesting contents and appealing initial determination are contained in DLA Regulation 5400.12 (32 CFR part 1286) and may be obtained from the System Manager.

Record source categories:

The Military Services, the Veterans Administration, the Department of Education, Department of Health and Human Services, from individuals via survey questionnaires, the Department of Labor, the Office of Personnel Management, federal and Quasi-federal agencies, Selective Service System, the U.S. Postal Service.

Exemptions claimed for the system:

None.

S322.11DLA-LZ

System name:

Federal Creditor Agency Debt Collection Data Base.

System location:

Primary location: W. R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93943-5000 Decentralized segments: Military and civilian payment and personnel centers of the military services, the Office of Personnel Management, and Federal creditor agencies. Backup location; Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940-3231.

Categories of individuals covered by the system:

Department of Defense officers and enlisted personnel, members of reserve and guard components, retired military personnel. All Federal-wide civilian employees and retirees. Individuals identified by Federal creditor agencies as delinquent in repayment of debts owed to the U.S. Government.

Categories of records in the system:

Name, Social Security Account Number, debt principal amount, interest and penalty amount, if any, debt reason, debt status, demographic information such as grade or rank, sex, date of birth, duty and home address, and various dates identifying the status changes occurring in the debt collection process.

Authority for maintenance of the system:

Debt Collection Act of 1982 (Pub.L. 97-365); 5 U.S.C. 5514 'Installment Deduction of Indebtedness'; 5 U.S.C. 552a 'Privacy Act of 1974'; 10 U.S.C. 136; 4 CFR Chapter II 'Federal Claims Collection Standards'; 5 CFR 550.1101-1108 'Collection by Offset from Indebted Government Employees'; Office of Management and Budget, 'Revised Supplemental Guidance for Conducting Matching Programs, 'May 11, 1982 (47 FR 21656, May 19, 1982) and 'Guidelines on the Relationship Between the Privacy Act of 1974 and the Debt Collection Act of 1982,' March 30, 1983 (48 FR 15556, April, 1983); the Interagency Agreement for Federal Salary Offset Initiative (Office of Management and Budget, Department of the Treasury, Office of Personnel Management and the Department of Defense, April 1987).

Purpose(s):

The primary purpose for the establishment of this system of records is to maintain a computer data base permitting computer matching to assist and implement debt collection efforts by Federal creditor agencies under the Debt Collection Act of 1982 to identify and locate individual debtors. To increase the efficiency of U.S. Government-wide efforts to collect debts owed the U.S. Government. To provides a centralized Federal data bank for computer matching of Federal employment records with delinquent debt records furnished by Federal creditor agencies under an Interagency agreement sponsored and monitored by the Department of the Treasury and the Office of Management and Budget. To identify and locate employees or beneficiaries who are receiving Federal salaries or other benefit payments and indebted to the creditor agency in order to recoup the debt either through voluntary repayment or by administrative or salary offset procedures established by law.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual's name, SSN, Federal agency or military service, category of employee, Federal salary or benefit payments, records of debts and current work or home address and any other appropriate demographic data to a Federal creditor agency for the purpose of contacting the debtor to obtain voluntary repayment and, if necessary, to initiate any administrative or salary offset measures to recover the debt.

The DoD Blanket Routine Uses do not apply to this record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic computer tape.

Retrievability:

Records are retrieved by social security number and name from a computerized index.

Safeguards:

Primary location at the W.R. Church Computer Center, Monterey, CA, tapes are stored in a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

At the back-up location in Monterey, CA tapes are stored in rooms protected with cipher locks, the building is locked up after hours, and only properly cleared and authorized personnel have access.

Retention and disposal:

Records are erased within six months after each match cycle.

System manager(s) and address:

Deputy Director, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, CA 93940-3231.

Notification procedure:

Information may be obtained from the system manager.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for information should contain the full name, social security number, current address and telephone number of the individual requesting information.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the system manager and are contained in Defense Logistics Agency Regulation 5400.21 (32 CFR part 1286).

Record source categories:

Federal creditor agencies, the Office of Personnel Management and DoD personnel and finance centers.

Exemptions claimed for the system:

None.

S322.15DLA-M/DMLPO

System name:

Information Military Personnel Records.

System location:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA), (DLA-K), and Heads of Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Active duty and reserve personnel assigned to DLA.

Categories of records in the system:

Evaluation reports, general and special orders, leave slips, qualification records, applications for ID Cards, security clearance, and miscellaneous correspondence.

Authority for maintenance of the system:

10 U.S.C. 501, et seq., Personnel; 5 U.S.C. 302(b)(1).

Purpose(s):

The purpose of the record is to accumulate documents relating to the military member while assigned to DLA. The records are used by the Staff Director and his staff and Heads of PLFAs and their staff for notification of assignments, career briefs, assignment orders, promotion data, personal data, awards and decorations, training data, recommendations for disciplinary action, review procedures instituted to control incidents, and advising the Director of incidents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Retained in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Locked in file cabinets within areas accessible only to authorized personnel.

Retention and disposal:

Retained during individual's assignment to DLA and destroyed within 1 year of departure.

System manager(s) and address:

Staff Director, Military Personnel, HQ DLA and Heads of PLFAs.

Notification procedure:

The requester should send a by-name request to Staff Director, Military Personnel, HQ DLA and System Manager if assigned to a PLFA. The requester may visit the office of either or both System Managers with appropriate identification.

Record access procedures:

Contact the System Manager. Official mailing addresses are in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing appealing initial determination may be obtained from the System Manager.

Record source categories:

Special orders, service records, in/out processing documents, and computer listings.

Exemptions claimed for the system:

None.

S322.20DLA-Z

System name:

Reenlistment Eligible File (RECRUIT).

System location:

Primary location: W.R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

Back-up file: Offices of the Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940.

Categories of individuals covered by the system:

Former enlisted personnel of the military services who separated from active duty since 1971.

Categories of records in the system:

Computer records consisting of Social Security Number, name, service, date of birth and date of separation.

Authority for maintenance of the system:

10 U.S.C. 136.

Purpose(s):

The purpose of the system is to assist recruiters in reenlisting prior service personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order. Any record may be disclosed to Coast Guard recruiters in the performance of their assigned duties.

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All records are stored on disc with a full backup on magnetic tape.

Retrievability:

Retrievable by Social Security Number.

Safeguards:

Disc file is protected by password access and hard-wire system.

Monterey, California location has tape storage area in locked room accessible only to authorized personnel; building is locked after hours.

Recruiters making telephone inquiries must have valid recruiter identification and call back number.

Retention and disposal:

Records are retained indefinitely.

System manager(s) and address:

Deputy Chief, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

Notification procedure:

Information may obtained from: Manager, RECRUIT System, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940. Telephone: Area Code 408/375-4131.

Record access procedures:

Requests from individuals should be addressed to: Manager, RECRUIT System, Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

Written requests for information should contain the full name, current address, telephone number, Social Security Number, and date of separation of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

Contesting record procedures:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

The data contained in the system are obtained from the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Exemptions claimed for the system:

None.

S322.35DLA-LZ

System name:

Survey Data Base.

System location:

Primary location: W. R. Church Computer Center: Naval Postgraduate School, Monterey, CA 93940.

Decentralized locations for back-up files: Department of Defense, Defense Manpower Data Center, 1600 Wilson Blvd., 4th Floor, Arlington, VA 22209 and 550 Camino El Estero, Monterey, CA 93940.

Categories of individuals covered by the system:

Individuals who were selected at random for survey administration and who completed survey forms. Survey data is collected on a periodic basis. Individuals include both civilians and military members. Civilian respondents include young men and women of military age, applicants to the military services, DoD civilian employees, retired DoD civilian employees and veterans.

Categories of records in the system:

Survey responses.

Authority for maintenance of the system:

10 U.S.C. 136.

Purpose(s):

The purpose of the system is to sample attitudes toward enlistment in and determine reasons for enlistment decisions.

The information is used to support manpower research sponsored by the Department of Defense and the Military Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information may be used to support manpower research sponsored by other Federal agencies.

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Records can be retrieved by individual identifiers, including Social Security Number, by institutional affiliation such as Service membership, and by individual characteristics such as educational level.

Safeguards:

Tapes stored at the primary location are kept in a locked storage cage in a controlled access area; tapes stored at the back-up locations are kept in storage areas in buildings which are locked after hours.

Retention and disposal:

Computer records are permanent; survey questionnaires are destroyed after computer records have been created.

System manager(s) and address:

Chief, Defense Manpower Data Center, 1600 Wilson Blvd., 4th Floor, Arlington, VA 22209.

Notification procedure:

Information may be obtained from Chief, Defense Manpower Data Center, 1600 Wilson Blvd., 4th floor, Arlington, VA 22209.

Record access procedures:

Requests from individuals should be addressed to: Chief, Defense Manpower Data Center, 1600 Wilson Blvd., 4th Floor, Arlington, VA 22209.

Written requests for information should contain the full name, Social Security Number, and current address and telephone number of the individual. In addition, the appropriate data and location where the survey was completed should be provided.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other identification cards.

Contesting record procedures:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager

Record source categories:

The survey information is provided by the individual; additional data obtained from Federal records are linked to individual cases in some data sets.

Exemptions claimed for the system:

None.

S322.45DLA-M/DMLPO

System name:

Active Duty Military Personnel Data Bank System.

System location:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-K), and Heads of Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

All military personnel currently assigned to the Defense Logistics Agency (DLA) and history records of those individuals previously assigned.

Categories of records in the system:

The computer records and print-outs containing information as to organization, position, identification grade, service specialty, position title, special requirements, education requirements, geographic location, name, service, temporary date of rank, social security number, duty specialty, permanent grade, permanent date of rank, date assigned, date of rotation, remarks, primary specialty, job related experience civilian education, military school, date of birth, retirement date, separation or expiration of enlistment, and aero rating.

Authority for maintenance of the system: 10 U.S.C. 502, et seq., Personnel: 5 U.S.C. 302(b)(1).

Purpose(s):

The purpose of the file is to insure effective personnel/career management for DLA and DLA military personnel. The printouts are used by the Staff Director and Deputy Staff Director, personnel, the Chief, Personnel Division and his staff specialists. An extract printout of the specific PLFA is used by the Commander and his personal staff. The data bank is used to prepare the alphabetical roster, rotation roster, colonel roster, listings of specialty codes, service listings, functional listing, and advanced degree listing. These documents are used to accurately report data on the individual and position to which he is assigned, requisition replacements, select assigned personnel for higher level positions, provide assigned strength figures for OSD, and assist individual military personnel in their career management.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and disc and computer paper printouts.

Retrievability:

Alphabetically by last name.

Safeguards:

Maintained in areas accessible only to authorized personnel.

Retention and disposal:

Printouts are held for one year and then destroyed. The computer tapes are held for five years and then degaussed.

System manager(s) and address:

Staff Director, Military Personnel, HQ DLA.

Notification procedure:

The name of the requester should be sent to the System Manager. The requester may visit the Office of the System Manager, and present the appropriate military identification card.

Record access procedures:

Contact the System Manager. Official mailing addresses are in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Military personnel records and Position Distribution Reports.

Exemptions claimed for the system:

None.

S322.50DLA-LZ

System name:

Defense Enrollment/Eligibility Reporting System (DEERS).

System location:

Primary location: W.R. Church Computer Center, Navy Postgraduate School Monterey, CA 93940.

Decentralized segments—A support center and an eligibility center are maintained and operated by a contractor in Monterey, CA and Alexandria, VA; two data processing centers in Sacramento, CA and Camp Hill, PA and the Processing Center for Automation of DoD Forms 1171 in Monterey, CA.

Back-up files maintained at the Defense Manpower Data Center, 550 Camino El Estero, Monterey, CA 93940-3231.

Categories of individuals covered by the system:

Active duty Armed Forces and reserve personnel and their depednents, retired Armed Forces personnel and their dependents; surviving dependents of deceased active duty no retired personnel; active duty and retired Coast Guard personnel; active duty and retired Public Health Service (PHS) personnel (Commissioned Corps) and their dependents; and active duty and retired National Oceanic and Atmospheric Administration (NOAA) employees (Commissioned Corps) and their dependents; and State Department employees employed in a foreign country and their dependents and any other individuals entitled to care under the health care program; providers and potential providers of health care; and any individual who submits a health care claim.

Categories of records in the system:

Computer files containing beneficiary's name, Service or Social Security Number of sponsor, enrollment number, relationship of beneficiary to sponsor, residence address of beneficiary or sponsor, date of birth of beneficiary, sex of beneficiary, branch of service of sponsor, dates of beginning and ending eligibility, number of dependents of sponsor, primary unit duty location of sponsor, race and ethnic origin of beneficiary, occupation of beneficiary, rank/pay grade of sponsor, and claim records of CHAMPUS claims containing enrolled, patient and provider data such as cause of treatment, amount of payment, name and Social Security or tax ID number of providers of care. Information on individual records may extend to blood test results, dental care premium codes of dental x-rays.

Authority for maintenance of the system:

10 U.S.C. 136; 1969 Pub. L. 91-121, Section 404(A)(2), "Establishment of the Assistant Secretary of Defense for Health Affairs; the Presidentially Commissioned Department of Defense, Department of Health, Education and Welfare, Office of Management and Budget Report of the Health Care Study (completed December 1975)"; DoD

Directive 1341.1, Defense Enrollment/Eligibility Reporting System, October 14, 1981; DoD Instruction 1341.2, DEERS Procedures; E.O. 9397.

Purpose(s):

The purpose of the system is to provide a data base for determining eligibility to receive health care benefits under the Uniformed Health Services Delivery System and CHAMPUS, to support DoD health care management programs, to provide identification of deceased members, to monitor the accuracy of payments and to identify and collect overpaid amounts and to detect fraud and abuse of the benefit program by claimants and providers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Health and Human Services; Veterans Administration; Federal Preparedness Agency; Commerce Department and Transportation Department for the conduct of health care studies, for the planning and allocation of medical resources, for support of the DEERS enrollment process, and to identify individuals not entitled to health care. The data provided includes data on ages, sex, residence and other demographic parameters. To other federal agencies to identify fraud and abuse of the federal agency's programs and to identify debtors and collect debts and overpayments in the DoD health care programs. State, local and territorial governments to help eliminate fraud and abuse in their benefits programs. To provide dental care providers to assure treatment eligibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tapes and disks are housed in a controlled computer media library.

Retrievability:

Records about individuals are retrieved by an algorithm determined by contractor which uses name, enrollment number, Social Security Number, date of birth, rank and duty location as possible inputs. Retrievals are made on a summary basis by geographic characteristics and location and demographic characteristics. Information about individuals will not be distinguishable in such summary retrievals. Retrievals for the purposes of generating address lists for direct mail distribution of health care information may be made using selection criteria based on geographic and demographic keys.

Safeguards:

Computerized records are maintained in a controlled area accessible only to authorized personnel. Entry to these areas is restricted to those personnel with a valid requirement and authorization to enter. Physical entry is restricted by the use of locks, guards, administrative procedures (e.g., fire protection regulations). Exits used solely for emergency situations is secured to prevent unauthorized intrusion.

Personal data stored at a separate location for backup purposes is protected at least comparably to the protection provided at the primary location.

Requirements for protection of information are binding on contractors of their representative and are subject to the following minimum standards:

Access to personal information is restricted to those who require the records in the performance of their official duties, and to the individuals who are the subjects of the record or their authorized representatives. Access to personal information is further restricted by the use of passwords which are changed periodically.

All those officials whose duties require access to, or processing and maintenance of personal information are trained in the proper safeguarding and use of the information.

Retention and disposal:

Computerized records on an individual are maintained as long as the individual is legally eligible to receive health care benefits from the Uniformed Health Sciences Delivery System. The records are maintained for two (2) years after termination of eligibility.

Records may be disposed of or destroyed in accordance with DoD Component record management regulations which conform to the controlling disposition of such material as set forth in 44 U.S.C. 3301–3314. Non-record material containing personal information and other material of similar temporary nature is destroyed as soon as its intended purpose has been served under procedures established by the Head of the DoD Component consistent with the following requirement. Such material shall be destroyed by tearing, burning, melting, chemical deposition, pulping, pulverizing, shredding, or mutilation sufficient to preclude recognition or reconstruction of the information.

System manager(s) and address:

Project Manager, DEERS, Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA 93940.

Notification procedure:

Information may be obtained from: Project Manager, DEERS, Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA 93940.

Record access procedures:

Requests from individuals should be addressed to: Project Manager, DEERS, Defense Manpower Data Center, 2100 Garden Road, Suite J, Monterey, CA 93940. Telephone: (408) 646-2126, Autovon: 878-2126.

Written requests for the information should contain full name of individual and sponsor, if applicable, and other attributes required by previously mentioned search algorithm.

For personal visits the individual should be able to provide a data element required to satisfy the previously mentioned algorithm.

Identification should be corroborated with a driver's license or other positive identification.

Contesting record procedures:

The DLA rules for access to records and for contesting and appealing initial determinations are contained in DLA Regulation 5400.21 (32 CFR part 1286).

Record source categories:

Personnel and financial pay systems of the Military Departments, the Coast Guard, the Public Health Service, the National Oceanic and Atmospheric Administration, other Federal agencies having employees eligible for military medical care.

Exemptions claimed for the system:

None.

S322.51 DLA-LZ

System name:

Training Cohort Data Base.

System location:

Naval Automation Data Facility (NAVDAF), Naval Training Center, Building 2040, Orlando, FL 32813-5013.

Categories of individuals covered by the system:

All military officers and enlisted personnel who entered active duty after July 1, 1971, or who became a member of a reserve component after October 1, 1979; DoD civilian employees of the military services since December 31, 1976.

Categories of records in the system:

Computerized records, some of which are organized into year-of-entry cohorts. These records are copied from existing data files and reports (see Sources below). Longitudinal information consists of Social Security Account Number; demographic and accession-related information such as age, sex, race, ethnicity, mental aptitude scores, physical characteristics, date of entry; military personnel information such as rank, term of service, promotion dates; training and occupational information such as inservice schooling, on-the-job training, and military occuption with corresponding dates; training outcome and job performance measurements; and separation-related information such as eligibility to reenlist.

Authority for maintenance of the system:

10 U.S.C. 113; 10 U.S.C. 131; 10 U.S.C. 136; E.O. 9397.

Purpose(s):

The purpose of the system of records is to provide a central facility that will support the DoD training community in the following activites: Reviewing training requirements and assessing occupational trends; examining training attrition patterns, training management options, methods, and efficiency; tracking occupational skill and experience inventories, and changes in occupation pipelines; and developing training, performance, readiness linkages to support research and planning activitives.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the blanket routine uses set forth at the beginning of the DLA listings of systems of records which are also applicable to this record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape and disk.

Retrievability:

Retrievable by Social Security Account Number.

Safeguards:

At NAVDAF, tapes are stored in a locked vault in the machine room. This is a controlled access area which can be accessed only by the AP Security Officers, OIC, or tape librarian. Tapes are mounted for processing by use of the Tape Management System whereby each tape contains a unique I.D. and account number. Only authorized users can issue job control instructions at program run time to instruct the operator in mounting appropriate tapes. Back-up tapes are stored in a separate locked vault located at the opposite end of the facility.

Disk storage is protected with passwords at both account and file levels. The password protection also controls type of access to the file.

The original tapes are maintained in a locked room, with restricted access, at Defense Training and Performance Data Center, 3280 Progress Drive, Orlando, FL. 32826-3229

Retention and disposal:

These files consitute a historical data base and are permanent.

System manager(s) and address:

Manager, Training Cohort Data Base, Defense Training and Performance Data Center (TPDC), 3280 Progress Drive, Orlando, FL 32826-3229.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Written requests for information should contain SSAN, date of birth, and date of entry into military service, as well as current address and telephone number at which the individual can be reached.

For personal visits, the individual should provide acceptable identification, such as driver's license or military identification card.

Contesting record procedures:

The DLA rules for access to records and for contesting contents are contained in DLA Regulation 5400.21, 32 CFR part 1286.

Record source categories:

The military services; the Defense Manpower Data Center, Defense Logistics Agency.

Exemptions claimed for the system:

None.

S322.53DLA-LZ

System name:

Defense Debt Collection Data Base.

System location:

Primary Location: W. R. Church Computer Center, Naval Postgraduate School, Monterey, California 93940.

Back-up files maintained at the Defense Manpower Data Center, 550 Camino El Estero, Monterey, California 93940.

Decentralized segments - military and civilian financial and personnel centers of the services.

Categories of individuals covered by the system:

All offices and enlisted personnel, members of reserve components, retired military personnel and survivors and deceased military personnel, Federal civilian employees, and contractors who have been identified as being indebted to the United States Government.

Categories of records in the system:

Computer records containing name, Social Security Number, debt principal amount, interest and penalty amount (if any), debt reason, debt status, demographic information such as grade or rank, sex, date of birth, location, and various dates identifying the status changes occurring in the debt collection process.

Authority for maintenance of the system:

10 U.S.C. 136 and Pub. L. 97-365, 'Debt Collection Act of 1982'.

Purpose(s):

The purpose of the system of records is to provide the Department of Defense (DoD) with a central record of all debts and debtors either under current or past financial obligation to the United States Government to control and report on the debt collection process.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Other Federal Agencies - Records of debtors obligated to DoD, but currently employed by another Federal agency are referred to the employing agency under the provisions of the Debt Collection Act of 1982 for collection of the debt. Records of debtors employed by DoD, but obligated to another Federal agency will be released to the other agency upon collection of the debt.

Internal Revenue Service - Record may be referred to obtain home address.

Office of Personnel Management - Records may be referred to obtain current employment location.

Credit Bureaus and Debt Collection Agencies - Records may be referred to private contract organizations to comply with the provisions of the Debt Collection Act of 1982 for non-payment of a outstanding debt.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tape.

Retrievability:

Records are retrieved by social security number and name from a computerized index.

Safeguards:

Primary location - W. R. Church Computer Center - tapes are stored in a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

Back-up location - Monterey, California - tapes are stored in rooms protected with cypher locks, building is locked after hours, and only properly cleared and authorized personnel have access.

Retention and disposal:

Records are retained indefinitely as a financial record.

System manager(s) and address:

Deputy Director, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, California 93940.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager. Written requests for information should contain the full name, Social Security Number, and current address and telephone number of the individual.

Contesting record procedures:

Contact System Manager for the DLA rules on contesting initial determinations. The record accuracy may also be contested through the administrative processes contained in Pub. L. 97-365, 'Debt Collection Act of 1982'.

Record source categories:

The military services and any other Federal agency.

Exemptions claimed for the system:

None.

S322.70DLA-KR

System name:

Reserve Affairs.

System location:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-K).

Categories of individuals covered by the system:

All Ready Reserve, Army, Air Force, Navy and Marine personnel assigned to DLA Individual Mobilization Augmentee (IMA) positions.

Categories of records in the system:

Computer records and print-outs containing such items as, name, grade, Social Security Number, service, career specialty, position title, date of birth, commission date, promotion date, release date, security clearance education, home address and civilian occupation of the individuals involved.

Authority for maintenance of the system:

10 U.S.C. 501, et seq. Personnel; 5 U.S.C. 302 (b)(1), and DoD Directive 5105.22 (IX).

Purpose(s):

The purpose of the system is to have information readily available in the day-to-day operation of the Reserve Mobilization program. It is used by the Staff Director, his Deputy and the Reserve personnel specialist. Data is used in preparation of personnel actions such as reassignments, classification actions, promotions, scheduling and verifying active duty and inactive duty training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket route forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, disc and computer paper printouts.

Retrievability:

Alphabetically by last name.

Safeguards:

Maintained in area accessible only to authorized personnel.

Retention and disposal:

Printouts are held for one year and then destroyed. The computer tapes are held for 5 years and then degaussed.

System manager(s) and address:

Staff Director, Military Personnel, HQ DLA.

Notification procedure:

The name of the requester should be sent to the System Manager. The requester may visit the office of the System Manager and present the appropriate military identification card.

Record access procedures:

Contact the System Manager; official mailing addresses are in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Data processing output from the Military Services.

Exemptions claimed for the system:

None.

S332.01DLA-KS

System name:

Employment Inquiries.

System location:

Staffing Labor and Employee Relations Division, Staff Director, Personnel, Headquarters, Defense Logistics Agency (HQ DLA); and Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

DLA civilian and military personnel, contractor employees, and other individuals or organizations on behalf of individuals who have forwarded employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency, Staff Director, or other official.

Categories of records in the system:

Case files include employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director, Personnel, Headquarters Defense Logistics Agency and others which have been referred to Staff Director, Personnel, for response, action or information. These include statements of qualifications, letters, photographs, letters of appreciation and recommendation, certificates, ratings, eligibility forms and related papers concerning employment.

Authority for maintenance of the system:

5 U.S. Code, 301, and 302, and E.O. 10561; Department of Defense Directive 5400.4, 'Provisions of Information to Congress', and Department of Defense Directive 5105.22, 'Defense Logistics Agency'.

Purpose(s):

Information to maintained for purposes of replying to additional inquiries and follow-up action.

Information is used by: Civilian personnel officers and other appropriate officials of DLA in order to determine qualifications and for giving proper consideration in the filling of vacancies. The civilian personnel office, when hiring applicants, uses information as part of the employee's permanent record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Members of Congress and other individuals or organizations who write to DLA on behalf of an individual and who use it to respond to the individual, or for other related purposes.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record.

Paper records in file folders and log book.

Retrievability:

Filed alphabetically by last name of individual submitting employment inquiry.

Safeguards:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years records are destroyed.

System manager(s) and address:

Staff Director, Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name.

Record access procedures:

Official mailing address of the System Manager is in the DLA Directory. Written request for information should be addressed to System Manager and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, work identification card, and give some verbal information that can be verified with his case folder.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Information provided by individual involved, and other correspondence relating to the employment inquiry.

Exemptions claimed for the system:

None.

S333.10DLA-G

System name:

Attorney Personal Information and Applicant Files.

System location:

Primary System--Office of General Counsel, Headquarters, Defense Logistics Agency, DLA-G, holds personal information records of all DLA attorneys and applicants for DLA legal positions.

Decentralized segments--Office of Counsel, Primary Level Field Activities (PLFAs) hold personal records for resident attorneys and applicants for positions.

Categories of individuals covered by the system:

All DLA attorneys, former DLA attorneys, and applicants for DLA Legal positions.

Categories of records in the system:

Cover letters, resumes, and Forms submitted by applicants and replies thereto, and records of promotions, courses completed, position descriptions, performance appraisals, personnel actions, educational actions, educational transcripts, recommendations and personal data of DLA attorneys.

Authority for maintenance of the system:

5 U.S.C. 301, General Authority to Employ; Executive Order 10577, Office of Personnel Management, Title 5, Part 213: 10 U.S.C. 137, DLA Regulation 1442.1.

Purpose(s):

Applications are used for filling positions in all DLA legal offices. Attorney information folders are maintained for review incident to personnel actions including promotions, performance appraisals, reassignments, etc. and as a general performance and experience record.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Parts of these folders may be submitted to other agencies considering the attorney for employment. Information may be used in answering inquiries from individuals, Congressman or other Government agencies or for verification of employment.

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by surname of attorney or applicant.

Safeguards:

Attorney information folders are kept in a locked file cabinet; applicants are kept in file cabinets accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

Retention and disposal:

Applicants are kept for one year from receipt. Attorney information folders are kept indefinitely.

System manager(s) and address:

Office of General Counsel, Defense Logistics Agency, DLA-G, and Offices of Counsel, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and, if appropriate, date application was submitted.

Record access procedures:

System Managers official mailing address is in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Applicants, employees, co-employees, outside references, supervisors, and personnel offices.

Exemptions claimed for the system:

None.

S335.01DLA-K

System name:

Training and Employee Development Record System.

System location:

Headquarters, (HQ) Defense Logistics Agency (DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

Civilian employees, U.S. Citizens and foreign national direct hires receiving training supported by the Federal Government, paid from appropriated funds. Department of Defense military personnel may be included in the automated training information system, and nonappropriated fund personnel may be included in some of the installation manual records.

Categories of records in the system:

Automated and non-automated records are maintained reflecting information pertaining to the employee's identification, Social Security Number, (SSN) occupational status (series, grade level and supervisory status) course identification, course length, category and purpose of training received, date on which training was completed, associated costs, pre-post test results, and similar data. Input documents for the system include, but are not limited to completed automated forms, training reports, authorization and records, key punched cards. The manual files are maintained in paper folders containing employees' registration and records of training documents. Apprentice, on-the-job training program, and similar trainee intake program manual and automated records are maintained, reflecting information pertaining to subject employee's identification, date of birth, entrance date of program, dates and nature of personnel actions which occurred during fiscal year, student progress, and statistical data which affects the numbers of apprentices in training as of a given date. At HQ DLA, nomination forms and documents (non-automated) for centrally-administered education and training programs are maintained. The manual files contain the candidate's nomination documents, training requests, enrollment and registration and other documents related to training. Manual files are maintained at installations regarding courses conducted on their premises, or for which they sponsor, listing such things as completion dates and course participants. Additionally, manual files are typically found at the field activities containing information regarding an employee's supervisory status, an indication as to whether or not he/she has participated in supervisory training. Files are often maintained regarding an employee's certification/recertification or demonstrated proficiency in one or more skills areas; an activity-wide annual training plan should also be maintained, as well as individual training plans. Files are also maintained regarding professional licenses held by installation personnel.

Authority for maintenance of the system:

5 U.S.C. 4103, 4118, and 4115.

Purpose(s):

Information is used by officials and employees of DLA and other DoD Components in the performance of their official duties related to the management of the civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally administered programs; and administration of grievance, appeals, complaints and litigation involving the disclosure of records of the training programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is also used by representatives of the Office of Personnel Management (OPM) on matters relating to the inspection, survey, audit or evaluation of DoD civilian training programs, or such other matters under the jurisdiction of the OPM. The Comptroller General or any of his authorized representatives in the courses of the performance of duties of the General Accounting Office relating to the Defense components civilian training programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. Representatives of the U.S. Department of Labor on matters relating to the inspection, survey, audit or evaluation of apprentice training programs and other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of apprentice and on-the-job training programs. The computer-systems group contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee training documents. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the training programs. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records in order to evaluate training and employee development record systems.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, any joint committee of Congress or subcommittee, or Joint Committees on matters within their jurisdiction requiring disclosure of the files or records of civilian training programs.

Representatives of educational institutions which have been awarded contracts to conduct training in order to create and maintain individual training records of those who attend.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, drums, computer printouts, and on punched cards. Manual records are stored in paper file folders.

Retrievability:

Automated records are retrieved by SSN and name, or by one, or a combination of data elements contained in the program master files. Manual records are retrieved by employee last name, by course control information, or by training program title.

Safeguards:

The computer facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and training. Manual records and computer printouts are available only to authorized personnel having as need-to-know.

Retention and disposal:

Manual records are maintained on a fiscal year basis and are retained for varying periods from one to five fiscal years. For centrally administered programs, files on selected candidates are maintained for five years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). Some installation records are maintained for varying periods.

System manager(s) and address:

Requests by correspondence should be addressed to the Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

Notification procedure:

Requests by correspondence should be addressed to the Civilian Personnel Officer servicing the headquarters or field activities employing civilians. The letter should contain the full name of the requester and his signature. Proof of identification will consist of a DoD building pass or identification badge, driver's license, or any other type of identification bearing an employee picture and signature.

Record access procedures:

Above procedures for notification apply.

Contesting record procedures:

The DLA rules for contesting the contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Civilian Personnel Offices: Current and previous supervisors of employee (when appraisals of performance/potential are used).

Exemptions claimed for the system:

None.

S336.10DCRS-F

System name:

Personnel Cost Forecast System.

System location:

Budget Function, Budget and Management Support Division, Office of Systems and Financial Management, Defense Contract Administration Service Region (DCASR) St. Louis, MO.

Categories of individuals covered by the system:

All current and former civilian personnel assigned to DCASR St. Louis, MO.

Categories of records in the system:

Master employee record showing grade, date of next step increase, assignment code, and in some instances, hourly rate. Personnel Cost Forecast listings showing assignment and projected salary for each GS salaried employment by month. Manual subsidiary records are kept by employee showing date entered on duty, date departed, promotion date, and incentive awards.

Authority for maintenance of the system:

5 U.S.C. Ch. 53, Pay Rates and System; 10 U.S.C. 136.

Purpose(s):

The system is used to project basic pay costs in the budget development and execution stages at DCASR, St. Louis. Statistical records are maintained for at least three prior years to develop promotion trends, attrition rates, average grades of employees leaving, and average grade of new hires.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Listings are stored in binders. Other data is maintained on 13 column work paper.

Retrievability:

.. Master file is in alphabetical sequence and controlled by Social Security Number. The Personnel Forecast Listings are generated, one at branch level and the other by cost code. Both controlled by Social Security Number.

Safeguards:

Records are maintained in budget area and are restricted to personnel performing budget duties.

Retention and disposal:

Mechanized listings are retained for current year plus one prior year. Manual records are retained for current year plus three prior years.

System manager(s) and address:

Chief, Office of Systems and Financial Management, DCASR, St. Louis, MO.

Notification procedure:

Written or personal requests for information may be directed to the System Manager or to the senior budget analyst, Budget and Management Support Division, Office of Systems and Financial Management, DCASR, St. Louis, MO 63101.

Record access procedures:

Requests should be addressed to the System Manager. Written requests should contain full name, current address, and telephone, of individual. For personal visits, individuals should be able to provide some acceptable identification that can be verified with the files such as identification badge or driver's license. Official mailing addresses are in the DLA Directory. Social Security Number is used as an identifier in this system.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Personnel actions generated by the Office of Civilian Personnel, DCASR, St. Louis, MO.

Exemptions claimed for the system:

None.

S336.60 DLA-KM

System name:

Position Classification Appeals.

System location:

Headquarters (HQ), Defense Logistics Agency (DLA) for those cases requiring Headquarters decision, and at DLA Primary Level Field Activities (PLFAs) for others.

Categories of individuals covered by the system:

All DoD employees serviced by a DLA Personnel office who have filed classification or job grading appeals.

Categories of records in the system:

Case files relating to individual or group classification appeals consisting of the written appeal, complete identification of the position, position organization chart, functional statement, comprehensive evaluation statement which has been reviewed by the individual or groups submitting the appeal (the appellant), effects to resolve locally, recommended action and any supplemental information pertinent to the case.

Authority for maintenance of the system:

5 U.S.C. 5112 and 5113; FPM Chapter 511, Subchapter 6.

Purpose(s):

Personnel specialists at HQ DLA use this file to adjudicate the classification appeal when a DLA employee appeals the classification of his position to Headquarters; PLFA and HQ DLA may also use this file as a reference for classification precedent in classifying other DLA PLFA positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used by the Office of Personnel Management (OPM) during the review of classification appeals by DLA employees. Personnel specialists at the PLFA will furnish file to appropriate OPM Regional Office when a DLA employee appeals directly to the OPM.

OPM officials use this file to adjudicate the classification appeal when DLA employees appeal the classification of their position directly to OPM.

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Accessed by classification series, appellant's name and organization.

Safeguards:

Made available to appellant, DLA personnel specialists concerned and OPM.

Retention and disposal:

Placed in inactive file after final decision and completion of any resultant action. HQ DLA precedent-setting decision cases, excluding personal data, are filed with Classification Standards and kept until superseded. The PLFA inactive file is cut off at the end of the calendar year, held 5 years in current files areas, then destroyed. HQ DLA files are retained indefinitely.

System manager(s) and address:

Staff Director, Personnel, HQ DLA; DLA PLFA Civilian Personnel Officers.

Notification procedure:

Requests may be directed to the appropriate PLFA Civilian Personnel Officer or to Staff Director, Personnel, HQ DLA. The employee or former employee must provide full name, DLA organizational element in which employed at time of appeal, position description number and, if requesting in person, must present activity identification badge or other suitable identification.

Record access procedures:

Assistance may be obtained from System Manager. Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should provide full name, organizational element at time of appeal, position description number and activity identification badge or other suitable identification.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Appellant, cognizant Personnel Office, supervisors, HQ DLA Personnel Office staff and OPM officials.

Exemptions claimed for the system:

None.

S337.01DLA-K

System name:

Labor Management Relations Records System.

System location:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

Civilian employees who are involved in grievances which have been referred to an arbitrator for resolution; civilian employees involved in the filing of unfair labor practice complaints which have been referred to the Assistant Secretary of Labor for Management Relations; union official; union stewards, and representatives.

Categories of records in the system:

Folder contains all information pertaining to a specific arbitration case or specific alleged unfair labor practice involving DLA or the Department of Defense; field activities maintain roster of local union officials and union stewards.

Authority for maintenance of the system:

E.O. 11491 as amended, 'Labor-Management Relations in the Federal Service.'

Purpose(s):

Officials and employees of the Department of Defense (to include Army, Navy, Air Force, and other DoD agencies) in the performance of their official duties related to the Labor-Management Relations Program, e.g., administration/implementation of arbitration awards, interpretation of the Executive Order through third party case decisions; national consultation and other dealings with the recognized unions.

Officials and employees of the components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Representatives of the U.S. Office of Personnel Management (OPM) on matters relating to the inspection, survey, audit or evaluation of Civilian Personnel Management Programs.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor-Management Relations Program.

The Office of the Assistant Secretary of Labor for Management Relation to respond to inquiries from that office regarding complaints referred to or filed with that office.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual files, maintained in paper folders.

Retrievability:

Manual records are retrieved by case subject, case numbers, and/or individual employee names.

Safeguards:

All individual files are accessible only to authorized personnel having a need-to-know.

Retention and disposal:

Case files retained for ten years. Union official rosters are normally destroyed after a new roster has been established.

System manager(s) and address:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

Notification procedure:

Request by correspondence should be addressed to: Civilian Personnel Officer of activity/installation. The letter should contain the full name and signature of the requester. The individual may visit the Department of the Defense activity at which he or she is employed.

Record access procedures:

Procedures for notification shown above apply. In addition, requester must be able to provide some suitable type of identification.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Servicing Civilian Personnel Officers, arbitrator's office, Office of Assistant Secretary of Labor for Labor-Management Relations, union officials.

Exemptions claimed for the system:

None.

S337.25DLA-K

System name:

Employee Relations Under Negotiated Grievance Procedures.

System location:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

Department of Defense civilian employees on whom discipline, grievance, and complaints records exist. Discrimination complaints of civilian employees, applicants for employment and former employees in appropriated and non-appropriated positions.

Categories of records in the system:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievance, complaints, and appeals.

Authority for maintenance of the system:

E.O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration; 4 U.S.C. 1302, 3301, and 3302; E.O. 10577; Pub. L. 92-261; Equal Employment Opportunity Act of 1972; Pub. L. 93-259, Extension of Age Discrimination in Employment Act of 1967; 5 U.S.C. 7512; E.O. 11491, Labor-Management Relations in the Federal Services.

Purpose(s):

Officials of the Department of Defense (to include Army, Navy, Air Force or other DoD agencies) in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievance, complaints, appeals, litigation, and program evaluation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Representatives of the Office of Personnel Management (OPM) on matters relating to the inspection, survey, audit or evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the OPM. Appeals authority for the purpose of conducting hearings in connection with employee's appeals from adverse actions and formal discrimination complaints.

The Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management program.

The Attorney General of the United States or his authorized his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or the House of Representatives of the United States or any member, committee or subcommittee or joint committees on matters within their jurisdiction relating to the above programs.

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper folders.

Retrievability:

Manual records are filed by last name.

Safeguards:

All records are stored under strict control and are available only to authorized personnel having a need-to-know.

Retention and disposal:

Manual records destroyed after five years.

System manager(s) and address:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the Department of Defense activity/installation.

Notification procedure:

Request by correspondence should be addressed to: Civilian Personnel Office of activity/installation. The letter should contain the full name and signature of the requester and the type of record sought. The individual may visit the activity at which he or she is employed.

Record access procedures:

Above procedures for notification apply. In addition, when visiting the requester must provide some suitable type of identification.

Contesting record procedures:

The DLA rules for contesting contents, and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Supervisors or other appointed officials designated for this purpose.

Exemptions claimed for the system:

None.

S339.10DLA-K

System name:

HQ DLA Automated Civilian Personnel Data Bank System.

System location:

Office of Civilian Personnel, Defense Logistics Agency (DLA) Administrative Support Center (DASC-Z), Cameron Station, Alexandria, VA 22314.

Categories of individuals covered by the system:

U.S. citizen civilian employees of the DLA who are paid from appropriated funds, and former such employees.

Categories of records in the system:

Computer records and print-outs containing data on current position occupied by employee, employee's current employment status with DLA, training data, and selected personnel information such as: Social Security Number, name, sex, race and national origin identification, date of birth, physical handicap, government insurance, veteran's preference, military reserve status, retired military status, education, and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

Authority for maintenance of the system:

5 U.S. Code, 301, 301, 2951, 2952, and 2954. E.O. 10561, E.O. 9397, and Federal Personnel Manual Chapter 250, 290 and 291.

Purpose(s):

The purpose of this system is to provide information to officials of DLA for effective personnel administration.

Information is used: To provide management data to officials of DoD by transfer of current data to the Defense Manpower Data Center (DMDC) on a quarterly basis. To provide management data for use of HQ DLA and Field officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This system is used to prepare reports required by the Executive legislative and Judicial Branches of government to transfer current data to the Office of Personnel Management (OPM) on a monthly basis for inclusion in their Central Personnel file.

To members or committees of Congress with a stated valid need for the information in the performance of their official duties.

To furnish or publish information on the DLA civilian workforce to Federal agencies, the Congress, or courts of law and other Freedom of Information Act releases.

To provide information in litigation and other administrative review processes.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and disc, computer paper printouts, microfiche.

Retrievability:

Records identified to a specific civilian employee are accessed and retrieved by social security account number.

Safeguards:

Paper printouts or microfiche records which contain only statistical information are released to responsible persons whose stated needs are not in violation of Federal Statute.

Paper printouts or microfiche records which contain individually identifiable information are releasable only under conditions authorized by Federal Statute.

Records are secured in appropriate storage and/or file cabinets when not under the control of personnel office officials during duty hours.

During non-duty hours, records are secured in either locked storage and/or file cabinets. The area in which the records are secured is protected by a building security guard system.

Individually identifiable personnel documents will either be hand-carried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only.

Magnetic tape and disc are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing and are logged in and out only to cleared personnel with an official need. Tapes are transmitted to the Office of Personnel Management by mail or courier. Reports with individual data are closely controlled. Personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Reports are kept under appropriate physical safeguards when not being processed or used.

An individual requesting requesting information in records must identify self and his or her relationship to the individual upon whom the record information requested.

When an individual other than the individual of record requests a record, the System Manager or his delegated assistant determines if request is reasonable and consistent with provisions of the Freedom of Information Act (5 U.S.C. 552).

Physical access, that is the ability to obtain the record, is limited to: Personnel office officials, Office of Personnel Management officials, data processing officials, supervisors for those records which they are authorized to maintain.

Retention and disposal:

Printouts or microfiche reports are considered as working papers to support particular projects, inquiries, studies or administrative need. They will be retained until the purpose for which generated has been met. They will then be destroyed by shredding or burning.

Data maintained on magnetic tape or disc are to be retained for five years. They will then be degaussed.

System manager(s) and address:

Chief, Personnel Division, DASC, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from: Chief, Personnel Division, DASC-Z, Room 3A696, Cameron Station, Alexandria, VA 22314.

Requester must provide last name, first name, middle initial, and social security account number. If request is by mail, requester must also furnish current address.

Record access procedures:

Requests from individuals should be addressed to:

Chief, Personnel Division, DASC-Z, Room 3A696, Cameron Station, Alexandria, VA 22314.

Requests for information must be in writing and contain last name, first name, middle initial, date of birth, current address, phone number, phone number where individual may be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits. Social Security Numbers are used to access these records.

Contesting record procedures:

The DLA rule for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Input from employees of civilian personnel offices and Equal Employment Managers who obtain information from: The Official Personnel Folder and other personnel documents, personal contact with individual concerned, applications and forms completed by the individual, and input from interface with the DLA Automated Payroll, Cost and Personnel System (APCAPS).

Exemptions claimed for the system:

None.

S339.50DLA-K

System name:

Supervisors' Personnel Records.

System location:

Office of supervisors or managers of individuals at each Defense Logistics Agency (DLA) activity.

Categories of individuals covered by the system:

DLA civilian employees, full time and part time, paid from appropriated or nonappropriated funds.

Categories of records in the system:

Records of supervisors who are geographically accessible to their employees' Official Personnel Folders may contain Standard Forms 7A and 7B (Employee Record Card and continuation); supervisor's copy of position description, performance evaluations, other evaluations for official purposes (such as promotion or for shortcomings, for use in developing performance evaluations, for counseling employees and for basing disciplinary action; records of training requested, scheduled or taken; printouts from automated personnel systems providing supervisors with day-to-day operating level information concerning their employees; letters, documents, notations or other information maintained only temporarily by the supervisor regarding an individual employee during the time some particular action relating to the employee is being planned or taken. Information in these records is essential to effective supervision. An operating or work personnel folder may be maintained by operating officials in field offices geographically remote from the personnel office, or by personnel or administrative authority (and their official personnel folders are maintained by higher echelon in another city or geographic location). In addition to the contents listed above, such records may contain information on employee experience, education, special qualifications and skills and conduct.

Authority for maintenance of the system:

5 U.S.C. 1302; E.O. 10561; FPM Supplement 293-31, Subchapters 7 and 8.

Purpose(s):

Supervisors, managers and other officials of the DLA in carrying out their official duties for supervision and counseling of civilian employees and the administration of employee evaluation, discipline and training.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records in file folders or in card files. Records in this system will be kept at only one organizational level and not duplicated in other organizational level.

Retrievability:

By employee name or by organizational segment or, in some cases, by name within subject matter, such as training.

Safeguards:

All records are maintained under the strict control of the supervisor or other management official and are accessible only to authorized persons. They are retained in locked cabinets, in supervisors' locked desk drawers or in a secured room or areas.

Retention and disposal:

Records are maintained during the employee's tenure with the particular supervisor or organization and, after purging, are transferred to the employee's subsequent supervisor if in the same DLA activity. When an employee leaves the activity through transfer or other separation the records will be sent to the personnel office for comparison with the official personnel folder. The personnel office will screen the records to ensure that no documents are included which should be permanently filed in the official personnel folder and then destroy the remainder. Documents which are purged from the official personnel folder during employment are also purged from supervisor's records.

System manager(s) and address:

Civilian Personnel Officer servicing the DLA activity involved.

Notification procedure:

Requests for information will normally be addressed to the employee's immediate supervisor or to a higher level supervisor. Request by correspondence should be addressed to the Civilian Personnel Officer of the particular activity where the individual is employed or was formerly employed. Mailing addresses are provided in the DLA directory. The letter should contain the full name of the requester and his signature.

Record access procedures:

The DLA rules for access to records by individuals may be obtained from the System Manager.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

The data is gathered from the individual employee, the employee's present and former supervisors at various levels, from official personnel folders and other personnel documents.

Exemptions claimed for the system:

None.

S339.50DSAC-L

System name:

Staff Information File.

System location:

Defense Logistics Agency (DLA), System Automation Center (DASC), P.O. Box 1605, Columbus, Ohio 43216.

Categories of individuals covered by the system:

All DSAC employees.

Categories of records in the system:

Computer records and print-outs containing personnel type information about each staff member, including name, home address, grade, sex, job class, position title, home and office telephone numbers, birth date, service computation date, subsidiary cost code, office symbol, position code, supervisory code, employee account number, minority group designator, War Emergency Support Plan assignment, and AUTOVON approval.

Authority for maintenance of the system:

Pursuant to the authority contained in 10 U.S.C., 133, the Secretary of Defense has issued DoD Directive 5105.22 (32 CFR part 359) establishing the DLA as a separate agency of the Department of Defense under his direction and therein has charged the Director, DLA, with the responsibility for the maintenance of necessary and appropriate records.

Purpose(s):

Information is maintained to provide readily accessible data about staff which are required for day-to-day operations and which would be impractical to organize and use on a manual basis or from other records. Information is used by officials of the DSAC and the Defense Construction Supply Center (DCSC): As a reference report to determine or verify data concerning each staff member in the process of day-to-day operations; to provide the Operations Control Center the capability to contact individuals during nonduty hours for providing assistance to system users; to determine staff members eligible for retirement in the next five years and develop plans as necessary for replacement of personnel who could retire; to provide a complete list by organization assignment and to identify location of each staff member, account for vacancies and encumbered positions and determine progress toward average grade level goal(s); for accounting purposes in submitting jobs to the computer center; to provide a list of the identifying numbers assigned to each staff position for use in various personnel actions; to provide a list of subsidiary cost codes assigned to each individual, to determine that correct code is assigned, for use on various personnel actions; to assign parking spaces; to identify individuals assigned responsibility under the War Emergency Support Plan (WESP); to identify individuals eligible to authorize AUTOVON calls during non-duty hours; to verify and/or modify the Profile Data Analysis Report concerning minority and female employees; and to produce a telephone list for DSAC staff use.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic disk storage media and hard copy printouts.

Retrievability:

Individual information is retrievable by Employee Account Number.

Safeguards:

Information is disclosed only to agency officials on a need-to-know basis.

Retention and disposal:

Reports are destroyed when superseded by new reports.

System manager(s) and address:

Commander, DLA System Automation Center, P.O. Box 1605, Columbus, Ohio 43216.

Notification procedure:

Requests should be addressed to the System Manager. Individual must provide full name and employee account number. Personal visits may be made to the Office of Planning & Management, DSAC. Individual must provide identification card/badge or other Federal Government-issued identification.

Record access procedures:

Procedures same as for notification.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Individual personnel actions, DCSC Name and Address Change Notice, and other similar documents.

Exemptions claimed for the system:

None.

S352.10DLA-K

System name:

Nominations for Awards.

System location:

Organizational elements of Headquarters, Defense Logistics Agency (DLA) and Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Civilian personnel assigned to DLA who are nominated for Department of Defense (DOD), other government activities and private organizations; for cash awards which exceed 1,000 based on tangible benefits, 500 based on intangible benefits or 1,500 based on a combination of tangible and intangible benefits and various other awards.

Categories of records in the system:

Justifications submitted in support of award nominations, award evaluation state ments, photographs when required by the sponsoring organization, minutes of DLA Recognition and Awards Board meetings, registers of cases, and reports submitted to Office of the Secretary of Defense and the Office of Personnel Management (OPM).

Authority for maintenance of the system:

5U.S.C. 4501-4506, 10 U.S.C. 1124, Chapter 451 of the Federal Personnel Manual.

Purpose(s):

Information is maintained in support of action taken on contributions and award nominations and for preparation of statistical and narrative reports required by Office of the Secretary of Defense. Information is used by: Headquarters Defense Logistics Agency (HQ DLA): nominations for DLA Primary Level Field Activities (PLFA). Above files plus all Workforce Effectiveness and Development Division, Staff Director, Civilian personnel, honorary awards sponsored by DLA, Office of the Secretary. Members of DLA Recognition and Awards Board - to evaluate contributions requiring approval of the Director, DLA.

Officials of other DoD Components - to evaluate for possible adoption and use contributions made by DLA personnel that concern the operation of their functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained in support of action taken on contributions and award nominations and for preparation of statistical and narrative reports required by the Office of Personnel Management.

Information is used by:

Members of other federal activities and members of private organizations - to evaluate nominations for awards sponsored by them for which DLA personnel are nominated.

Other government activities - to evaluate for possible adoption and use contributions made by DLA personnel that concern the operation of their functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in the file folders, card index files, and registers in notebooks.

Retrievability:

Award nominations may be filed alphabetically by nominee's name or by award title, in personnel offices. Filed by type of award or suggestion in organizational elements of HQ DLA and PLFAs.

Safeguards:

Maintained in locked containers in areas accessible only to Agency personnel.

Retention and disposal:

Nominations of Awards - files are closed upon completion of the action, cut-off at the end of the fiscal year, held for two years, then destroyed.

System manager(s) and address:

Incentive Awards Administrator, Chief, Workforce Effectiveness and Development Division, Staff Director, Personnel, HQ DLA: Civilian Personnel Officers of DLA PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and type of award for which nominated and activity at which nomination was submitted.

Record access procedures:

Requests for assistance should be directed to the System Manager. Official mailing addresses are in the DLA Directory. Individual must provide full name and type of award for which nominated and activity at which nomination was submitted.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

DLA supervisors and managers who initiate and evaluate nominations, members of DLA Recognition and Awards Board.

Exemptions claimed for the system:

None.

S370.20DLA-WH

System name:

Individual Accident Case Files.

System location:

Primary System - Case files on A, B, and C Class injuries/illness, property damage accidents when damage exceeds 1000, and motor vehicle accidents with A, B, or C Class injuries/illness or property damage exceeding 1000. Partial case files for all A, B, C, D and E Class injuries and illnesses; A, B, C, and D Class property damages and A, B, C, and D Class motor vehicle accidents are maintained in the automated records files: Office of Installation Services and Environmental Protection, Headquarters, Defense Logistics Agency (HQ DLA).

Decentralized segments - Above files plus all other injuries and accidents. HQ DLA principal staff elements, DLA Primary Level Field Activities (PLFAs), secondary and third level field activities, where incidents occurred.

Categories of individuals covered by the system:

Civilian and military personnel, contractor employees, and other personnel who are injured on the premises of DLA or performing assignment incident to DLA operations. Also may include individuals involved in accidental damage to vehicles, equipment, and property.

Categories of records in the system:

Reports, statements of witnesses, photographs and related papers, including summarized information maintained for the purpose of identifying accident repeaters and safety award recipients, regarding accidents incident to DLA operations, pertaining to injuries to individuals or accidents involving motor vehicles and other equipment or structural property damage.

Authority for maintenance of the system:

29 U.S. 651, et seq., The Occupational Safety and Health Act of 1970 (OSHA); Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.

Purpose(s):

Information is maintained to identify cause of accident, to formulate accident prevention programs, to identify individual involved in repeated accidents, to present safety awards to individuals and to prepare statistical reports as required.

Information is used by:

Agency supervisors and managers - to determine actions required to correct the causes of the accidents.

Safety offices - to insure actions proposed by supervisors and managers are adequate to prevent future accidents, to identify accident repeaters and safety award recipients, to provide verification that accidents have occurred when processing workmen's compensation cases, to prepare statistical reports, accident summaries, and accident prevention information for inclusion in Agency internal publications.

Security personnel - to determine accident causes, and to formulate possible changes in activity rules of conduct.

Medical personnel - to make medical determinations about individuals involved in accidents.

Facilities engineers and maintenance personnel - to formulate future installation facilities and equipment plans and budgets and to change operating procedures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files and automated record files.

Retrievability:

Filed by organizational activity and/or alphabetically by last name of injured person or principal person involved in accident, when known.

Safeguards:

Records are maintained in areas accessible only to DLA Safety and Health personnel.

Retention and disposal:

Records are destroyed ten years after the case is closed. They are retained in active file until end of calendar year in which case is closed, held one to three additional years in inactive file and subsequently retired to Federal Records Center, held for the remaining years and destroyed.

System manager(s) and address:

Staff Director, Office of Installations Services and Environmental Protection, DLA; Safety Officers, DLA Primary Level Field Activities.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which incident occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of the System Manager are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employment identification card, and give some verbal information that could be verified from the case folder.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Employee's supervisors, medical units, DLA protective service, civilian police, fire department, investigating officer, or witness to accident.

Exemptions claimed for the system:

None.

S380.01 DLA-K

System name:

Employee Assistance Program Case Record Systems.

System location:

Headquarters Defense Logistics Agency (HQ DLA) and Primary Level Field Activities (PFLA).

Categories of individuals covered by the system:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

Systems are comprised of case records on employees which are maintained by counselors, supervisors, civilian personnel offices and social action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

Authority for maintenance of the system:

Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. 1175; Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended, 42 U.S.C. 4582; Subchapter A of Chapter I, Title 42, Code of Federal Regulations, 5 U.S.C. Ch. 43.

Purpose(s):

Used by the counselors in the execution of their counseling function as it applies to the individual employee; selected information may be provided to and used by other counselors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Case records are stored in paper file folders.

Retrievability:

By employee name, locally assigned identifying number of by case number.

Safeguards:

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

Retention and disposal:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

System manager(s) and address:

Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity or installation.

Notification procedure:

Requests by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employer Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to the Systems Manager.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Exemptions claimed for the system:

None.

S390.01DLA-KE

System name:

Grievance Examiners and Equal Employment Opportunity Investigators Program.

System location:

Office of Equal Opportunity, Staff Director, Personnel, Headquarters Defense Logistics Agency (HQ DLA).

Categories of individuals covered by the system:

Retired Federal civilian and military employees and others approved by HQ DLA as grievance examiners and EEO investigators for the Agency and available to serve under a non-personal services contract are listed by name on regional rosters.

Categories of records in the system:

Files include regional rosters of the names of approved investigators/examiners of grievances and Equal Employment Opportunity (EEO) complaints which are available to Commanders of Defense Logistics Agency Primary Level Field Activities.

Agency regional rosters, certificates of training, personal qualifications statement, and related correspondence and papers pertinent to Agency grievance examiners and EEO investigators program.

Authority for maintenance of the system:

5 U.S.C. 1302, 3301, 3302, and 3105, E.O. 11478, as amended.

Purpose(s):

The purpose of this system is to maintain information for establishing Agency grievance and EEO investigators program and insuring the availability of quality personnel on short notice.

Information is used by Civilian Personnel officials of HQ DLA and other involved DLA HQ and field officials to select and supervise grievance examiners and EEO investigators as required.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name within each regional area.

Safeguards:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file on current basis. New approvals are added continuously and deletions or withdrawals are held one to three years in inactive file and subsequently retired to Federal Records Center. Records are destroyed after a total of ten years.

System manager(s) and address:

Staff Director, Personnel, HQ DLA.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and, if a current DLA employee, name of DLA activity at which employed.

Record access procedures:

Official mailing address is in the DLA Directory. Written requests for information should be addressed to the System Manager and contain the full name, current address and telephone numbers of the individual. The individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from the Agency folder.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

DLA PLFA Commanders, DLA civilian personnel office staffs, other DLA officials and others who may be able to recommend or provide information on potential or present candidates for this work.

Exemptions claimed for the system:

None.

S431.15DLA-C

System name:

Travel Record.

System location:

Records are maintained at all Defense Logistics Agency (DLA) Centers, Depots, and Defense Contract Administration Service Regions (DCASRs).

Categories of individuals covered by the system:

All employees, civilian and military, who perform travel, Temporary Duty (TDY) or Permanent change of Station (PCS) for DLA.

Categories of records in the system:

Consists of copies of request and authorization for TDY travel of DoD personnel, request and authorization for DoD civilian permanent duty travel, travel voucher, travel voucher or subvoucher, claim for reimbursement for expenditures on official business and records of travel payments.

Authority for maintenance of the system:

Chapter 5F, Title 5 United States Code.

Purpose(s):

The file is used by the Accounting and Finance Officer to administer his disbursing and accounting duties for government travel performed by both military and civilian employees under his administrative control. Data is also used by Counsel to determine that expenses of the sale or purchase of the residence for a PCS are reasonable and customary to the locality of the transaction.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the listing of blanket routine uses set forth at the beginning of DLA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name and social security number.

Safeguards:

Records are maintained in an area that is accessible to office personnel only.

Retention and disposal:

Records of military personnel are maintained until separation or transfer of the military members. Records of civilian personnel are destroyed one year after termination of their employment.

System manager(s) and address:

Accounting and Finance Officer at each PLFA.

Notification procedure:

Request for information can be addressed to the SYSMANAGER.

Record access procedures:

Written requests for information must contain the full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, drivers license etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Request for travel forms, travel vouchers, claims for reimbursement.

Exemptions claimed for the system:

None.

S434.15DLA-C

System name:

Automated Payroll Cost and Personnel System (APCAPS).

System location:

Records maintained at Defense Logistics Agency (DLA) Centers, Depots and Defense Contract Administration Service Regions (DCASRs).

Categories of individuals covered by the system:

Current and former civilian and military personnel who have been paid or costed by APCAPS.

Categories of records in the system:

Records are maintained in manual and mechanical files and contain all data which affect an employee's pay, deductions, employer contributions, leave, retirement, position status, or cost accumulation.

Authority for maintenance of the system:

10 U.S.C. 136, and DoD Directive 5105.22.

Purpose(s):

Information is used in preparing payrolls, cost and manpower reports.

Information is used by:

Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution. Supervisors and managers of agencies and activities other than DLA who receive payroll/cost accounting support from APCAPS - to determine leave usage, manpower allocations, labor distributions and costs.

Payroll office - to compute and control payroll and allocate labor costs.

Personnel office - to determine leave usage and changes that affect an employee's pay.

Security office - to determine location of employees.

Disbursing office - to determine the distribution of checks and bonds.

Law Enforcement/Security Personnel: To officials designated by the Head, PLFA or by regulation to perform law enforcement, safety, and vehicle registration/ parking duties. Only the shift number, if an individual works shift work, will be accessed and used from APCAPS. The information will be used as a control to ensure the integrity of information in systems S161.30 DLA-T and S161.50 DLA-T and to facilitate the audit of such file.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Financial Institutions - to determine disposition of net pay or allotments pay.

Treasury Department - to determine registration of bonds and federal tax allocation.

Unions, charities, and insurance organizations - to determine participation in those organizations.

Office of Personnel Management - to determine status of employee and for disposition of retirement records.

State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by the employee.

Bureau of Employment Compensation - to process employee disability claims.

State employment offices - to submit data for unemployment compensation.

Local courts - to determine the withholding of pay for garnishment of wages.

See also the blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilm, magnetic tape, disc pack, computer paper printouts, vertical file cards, paper records in file folders.

Retrievability:

Hardcopy documents are filed by payroll block or alphabetically by last name. Data stored on mechanized storage devices are retrieved by SSAN.

Safeguards:

Access to mechanical records is limited to authorized DLA data systems personnel. All other records are maintained in areas accessible only to agency personnel. Security/Law Enforcement personnel who access APCAPS information through computer terminals (used as control for the integrity of information in S161.30 DLA-T and S161.50 DLA-T) have been cleared with an official need. The information accessed from APCAPS is limited to the items and uses under Routine Uses and is password protected in the automated system.

Retention and disposal:

Retention of data varies from 1 to 3 days for mechanical working files up to an employee's total length of service with an activity for permanent payroll information.

System manager(s) and address:

Comptroller, DLA.

Notification procedure:

Written or personal requests for information may be directed to the Chief, Payroll Branch, Accounting and Finance Division, Office of Comptroller at each DLA Center and Depot.

Record access procedures:

Written requests must contain full name and Social Security Number of the employee. Employees making a personal request must present identification. Official mailing addresses are in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determination may be obtained from the System Manager.

Record source categories:

Employee's supervisors, civilian personnel office, military personnel office, financial institutions, local courts, military services or other government agencies.

Exemptions claimed for the system:

None.

S434.15DLA-KP

System name:

Automated Payroll, Cost and Personnel System (APCAPS) Personnel Subsystem.

System location:

Offices of Civilian Personnel at:

Defense Construction Supply Center (DCSC)
Defense Electronics Supply Center (DESC)
Defense General Supply Center (DGSC)
Defense Personnel Support Center (DPSC)
Defense Property Disposal Service (DPDS)
Defense Depot Memphis (DDMT)
Defense Depot Ogden (DDOU)
Defense Depot Tracy (DDTC)
Defense Depot Mechanicsburg (DDMB)
Defense Logistics Agency Administrative Support Center (DASC)
Defense Contract Administration Services Region (DCASR), Atlanta
Defense Contract Administration Services Region (DCASR), Boston
Defense Contract Administration Services Region (DCASR), Chicago
Defense Contract Administration Services Region (DCASR), Cleveland
Defense Contract Administration Services Region (DCASR), Dallas
Defense Contract Administration Services Region (DCASR), Los Angeles
Defense Contract Administration Services Region (DCASR), New York
Defense Contract Administration Services Region (DCASR), St. Louis

Categories of individuals covered by the system:

Defense Logistics Agency (DLA) civilian employees serviced by Offices of Civilian Personnel at the activities listed under LOCATION and other Department of Defense civilian employees who are both serviced by the Offices of Civilian Personnel and paid by the activities listed under LOCATION.

Categories of records in the system:

Official Personnel Folders (OPFs), computer records and files. Employee data segment of APCAPS data bank, including data being manually collected prior to implementation of the automated record system. For the civilian personnel segment of APCAPS, the employee data segment of the APCAPS data bank contains, for civilian employees, current personnel data on employment status and selected personal data, such as Social Security Number (SSN), name, sex, race and national origin identification, date of birth, age, physical handicap, Government insurance, military reserve status, retired military status, education, whether individual passed the Federal Service Entrance Examination or the Professional and Administrative Career Examination, status preceding employment with DLA, U.S. citizenship, and veterans preference.

Position data segment of APCAPS data bank. For the civilian personnel segment of APCAPS, the position data segments of the APCAPS data bank contains position data pertinent to established positions, both those positions occupied by a civilian employee as well as those not so occupied.

Personnel History File. The personnel history file contains a profile of selected civilian employee personnel data as of the most recent transaction processed against it, as well as a chronological extract of all prior transactions processed on the employee.

Authority for maintenance of the system:

5 U.S.C. 301 & 302; E.O. 10561; Federal Personnel Manual, Chapters 290 and 293.

Purpose(s):

Purposes of the system are to affect Federal personnel actions, maintain the Federal personnel service control system, fulfill Federal personnel reporting requirements, and provide information to officials of DLA for effective personnel management and personnel administration.

Officials designated by the Head, ed by the Head, PLFA and by regulation to perform law enforcement, safety, and vehicle registration/parking duties. Only the following information will be accessed and used by these individuals. Individual's name, address, directorate and office which assigned, grade, and category (Military or civilian). The information will be used as a control to ensure the integrity of information in systems of record S161.30 DLA-T and S161.50 DLA-T and to facilitate an audit of such file.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be released to the listed activities for the following:

Prospective employers for employment determination purposes.

Credit firms for verification of data for credit determination purposes.

Taxing authorities for tax administration purposes.

Officials of other Executive Branch agencies, such as the Office of Personnel Management for performance of official duties.

Officials of Legislative Branch agencies, such as Congressmen for performance of official duties.

Officials of Judicial Branch activities, such as courts for performance of official duties.

Hospitals, medical offices and institutions for medical/hospital administration purposes.

Executor or administrator of the estate of a deceased employee, former employee, or annuitant, or next-of-kin for estate settlement purposes.

See also blanket routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes or discs, computer paper printouts. Paper records in file folders.

Retrievability:

Information identified to a specific civilian employee is accessed and retrieved by Social Security Number.

Safeguards:

Records are either secured in locked storage or file cabinets or kept under the constant observation of personnel office officials during duty hours. During nonduty hours, records are either secured in locked storage or file cabinets; the records file area is locked, and the building in which the records are stored is protected by building security guard. If the records area is not protected by security guards, all records must be kept in locked storage. Individually identifiable personnel documents will either be handcarried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only. Magnetic tapes and discs are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing, and are logged in and out only to cleared personnel with an official need. Reports with individual appropriately cleared and maintain continuous observation of reports during all processing phases. Individual requesting information must identify themselves and their relationship to the individual upon whom the record information is being requested. Individual other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed. Personnel office official determines if request is reasonable and consistent with provisions of the Freedom of Information Act (5 U.S.C. 552) and the Privacy Act of 1974 (5 U.S.C. 552a). In order to prevent unauthorized modifications of records contents, original records documents may only be reviewed in the presence of a witness designated by the Personnel Office.

Physical access, that is the ability to obtain the record, is limited to:

Personnel office officials.

Office of Personnel Management officials.

Data processing officials.

Supervisors for those records for which they are authorized to maintain./

Security/Law Enforcement personnel who access APCAPS information through computer terminals (used as control for the integrity of information in S161.30 DLA-T and S161.50 DLA-T) have been cleared and must have an official need-to-know. The information accessed from APCAPS is limited to the items and uses under Routine Uses and is password protected in the automated system.

Responsible officials are granted temporary custody of an original record in order to monitor the review of the record by the individual to whom it pertains, when the individual is geographically remote from the personnel office.

Retention and disposal:

Records which are filed in the Official Personnel Folder (OPF) are retained in the personnel office until the employee leaves the agency. At that time the permanent portion of the OPF is transferred to the gaining Federal agency and temporary OPF records are destroyed by shredding or burning. Copies of records authorized to be maintained by supervisors or other operating offices are destroyed by shredding or burning when the employee leaves the agency. Operating records maintained within the Civilian Personnel Office may be retained up to three years, as needed. When no longer needed, they may be destroyed by burning or shredding.

System manager(s) and address:

Staff Director, Personnel, HQ DLA and Directors of Civilian Personnel at DCSC, DPDS, DESC, DGSC, DPSC, DDMT, DDOU, DDTC, DDMP, DASC, DCASR Atlanta, DCASR Boston, DCASR Chicago, DCASR Los Angeles, DCASR New York, DCASR Cleveland, DCASR Dallas, or DCASR St. Louis. See DLA directory for mailing addresses.

Notification procedure:

Written or personal requests may be directed to the System Manager at the activity where the record is maintained. Individuals must provide name (last, first, middle initial) and SSN in order to determine whether or not the system contains a record about them. With a written request, individual must provide a return address. For personal visits, the individual should be able to provide some acceptable identification, such as employing office identification card.

Record access procedures:

Written requests are required. The request is to contain the name of the individual (last, first, middle initial), SSAN, return mailing address, telephone number where individual can be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Agency supervisors and administrative personnel, medical officials, previous federal employers, U.S. Office of Personnel Management. Applications and forms completed by individual.

Exemptions claimed for the system:

None.

S434.87DLA-C

System name:

Debt Records for Individuals.

System location:

Primary System: Accounting and Finance Division, Finance Systems Branch, Headquarters, Defense Logistics Agency (HQ DLA).

Secondary System: DLA Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Individuals, including members of the general public, current and former civilian employees and military personnel, who are indebted to the DLA. Also included are those individuals who are indebted to other Federal agencies and for whom DLA has assumed collection responsibility.

Categories of records in the system:

Administrative reports with supporting documentation of individual's financial condition, such as pay, grade, salary, or financial documents furnished by individual, personnel actions and requests from the individuals for waiver of indebtness.

Authority for maintenance of the system:

31 U.S.C. 951-953, 'Federal Claims Collection Act of 1966'; Pub. L. 90-616; Pub. L. 92-453.

Purpose(s):

Information is used to collect monies owed the United States Government. Information is maintained to support case files; financial statements provide an understanding of individuals' financial condition with respect to request for deferment of payment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

If debtors do not enter into satisfactory payment arrangements or demonstrate a legitimate dispute within a specific period, the debt may be reported to a commercial credit bureau or consumer reporting agency.

Case files on uncollectible debts are forwarded to the U.S. General Accounting Office, Department of Justice, or a United States Attorney for further collection action.

See also blanket routine uses set forth above.

Disclosure to consumer reporting agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosure pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to 'consumer reporting agencies' as defined in the Fair Credit Reporting Act, 15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966, 31 U.S.C. 3701(a)(3).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Files are located in the Finance Systems Branch, Accounting Finance Division, Office of the Comptroller, HQ DLA. Access is limited to personnel of the Division except in those instances where other personnel may have an official requirement for the files, such as the General Counsel, DLA.

Retention and disposal:

Records are destroyed ten years after all aspects of the case are closed. Collected in full claims are retained for six months and then destroyed. Claims terminated, compromised or waived are retained for three years and subsequently retired to Federal Records Center, held for remaining years and destroyed. Claims settled by U.S. General Accounting Office, retained one year after settlement and retired to Federal Records Center, held for remaining years and retired.

System manager(s) and address:

Chief, Finance Systems Branch, Accounting and Finance Division, Office of Comptroller, HQ DLA.

Notification procedure:

Written or personal requests for information may be directed to the System Manager.

Record access procedures:

Official mailing address is in the DLA Directory. Written requests from individual should contain their full name, current address and telephone number. For personal visits, the individual should be able to provide acceptable identification, such as an employee badge or driver's license, etc.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Records obtained from Primary Level Field Activities (disbursing offices and/or personnel officer) in the form of copies of official government documents. Records also obtained from other Federal agencies, financial institutions, members of the general public and from the individual concerned. Accuracy of such records will be verified, as necessary, by requesting sworn or notarized statements, matching the various records and by comparison with official government records.

Exemptions claimed for the system:

None.

S491.10DLA-K

System name:

Nonappropriated Fund (NAF) Membership Records.

System location:

Military at Defense Construction Supply Center (DCSC), Defense Electronics Supply Center (DESC), Defense General Supply Center (DGSC), Defense Personnel Support Center (DPSC), Defense Depot Ogden (DDOU), and Defense Depot Tracy (DDTC). Community Club at Defense Depot Memphis (DDMT).

Categories of individuals covered by the system:

Members of the NAF active/retired military and civilians.

Categories of records in the system:

Daily Status Report on VOQ, Pool and Swimming Class Registrations, and Liability Agreement between activity and participants. Record contains the member's name, rank, social security number, spouse's name, birthdate, and home/office telephone number.

Authority for maintenance of the system:

5 U.S.C. 301 and 302.

Purpose(s):

The records provide current listings of club memberships. They are used by the manager of the fund to determine eligibility for membership, mailing NAF activity notices, billing for dues and charges, indicating payment or nonpayment of dues, membership card number, to register applicants, maintain records for future classes and in cases of emergency. The record could be used by the Council to terminate membership for nonpayment of dues.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Card files and filing cabinets. The records may also be automated.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroy one year after member departs, after auditing or after purpose has been served.

System manager(s) and address:

The manager of the NAF at DCSC, DESC, DGSC, DPSC, DDMT, DDOU, DDTC.

Notification procedure:

Contact the System Manager by signing a request for the data or personal visit with identification.

Record access procedures:

Contact the System Manager. Official mailing addresses of the System Managers are in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Assignment orders, identification cards, and financial records.

Exemptions claimed for the system:

None.

S493.10DLA-K

System name:

Official Personnel Folders for Non-Appropriated Fund Employees.

System location:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs) which employ nonappropriated fund employees.

Categories of individuals covered by the system:

All employees of nonappropriated fund (NAF) instrumentalities of DLA and former employees of such activities.

Categories of records in the system:

Folders containing various forms and records pertaining to the selection and appointment of NAF employees, personnel actions and other records originating during an employee's service and records pertaining to the employee's separation, classification, training, adverse or disciplinary actions, and other employment related forms and documents.

Authority for maintenance of the system:

5U.S.C. 301 and 302 10 U.S.C. 136.

Purpose(s):

The information is collected and maintained to provide personnel officials and supervisory officials with information on which to base employment decisions affecting employees. It also provides a record of the employee's employment. The use of the record is restricted to official personnel administration uses.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is also used for answering inquiries from credit sources or other outside sources such as prospective employers when appropriate and requested.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: .

Paper records in file folders.

Retrievability:

Filed alphabetically by employee name.

Safeguards:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

Retention and disposal:

Folders are maintained for the duration of the employee's employment. They are retired to the National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118, 180 days after separation.

System manager(s) and address:

Civilian Personnel Officers (CPOs) of DLA PLFAs where there are NAF employees.

Notification procedure:

Request for information from an employee about himself or herself should be forwarded to the System Manager at the PLFA where the employment occurred, and contain requester's full name and location of organization where employed. The requester may visit the Office of Civilian Personnel of the appropriate PLFA to obtain information on whether the system contains records pertaining to him or her.

Record access procedures:

Individuals should contact the System Manager. Official mailing addresses are in the DLA Directory. Written requests should include requester's full name, job title and name of organization where employed. For personal visits employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System

Record source categories:

Information contained in the folder is obtained from the employee's previous employer educational institution, trade associations, references and others who would have knowledge of the employee's skills or employment characteristics and papers originating with the activity during the employee's work history.

Exemptions claimed for the system:

None.

S690.10DLA-W

System name:

Individual Vehicle Operators File.

System location:

Decentralized At all Primary Level Field Activities (PLFAs) which issue vehicle operator's Identification Cards (I.D.): Heads of PLFAs.

Categories of individuals covered by the system:

All persons for whom Defense Logistics Agency (DLA) has issued permits to operate motor vehicles or equipment.

Categories of records in the system:

Applications for identification cards which may include personal data and the following: State and number of currently valid license; list of arrests or summonses for violation of motor vehicle laws (excluding parking violations) and convictions, if any; suspensions or revocations of his state license or identification card within the past five years and any motor vehicle accidents within the past five years. Standard form 47 and other related papers.

Authority for maintenance of the system:

40 U.S.C. 471, Federal Property and Administrative Services Act of 1949, as amended Federal Personnel Manual Chapter 930.

Purpose(s):

Records are maintained and used by DLA officials to determine an individual's qualifications and fitness to operate government vehicles and/or equipment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Furnished to local, state and federal law enforcement agencies and courts for use during investigations and court proceedings.

See also blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name and Social Security Number.

Safeguards:

Records are accessible only to DLA officials.

Retention and disposal:

Records are destroyed 3 years after the individual's termination or transfer or after cancellation of authorization.

System manager(s) and address:

Heads of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which licensing occurred, or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of the System Managers are in the DLA Directory. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

State driver's licenses Standard Forms 47 and 46, DD Forms 1360, Motor Vehicle Operator Qualifications and Record of Licensing Examination and Performance DLA Forms 1723, Application/Record for U.S. Government Motor Vehicle Operator's Identification Card (SF-46); court records, supervisors notes and comments and related documents.

Exemptions claimed for the system:

None.

S810.50DLA-P-1

System name:

Contracting Officer Files.

System location:

Director of Procurement, Headquarters, Defense Logistics Agency (HQ DLA) and Heads of DLA Primary Level Field Activities.

Categories of individuals covered by the system:

All present and former contracting officers.

Categories of records in the system:

Contracting Officer Certificate of Appointments; Contracting Officer Appointment Documentation Sheet (contains information on education, training and experience), and related documents.

Authority for maintenance of the system:

10 U.S.C. 2302; Defense Acquisition Regulation 1-405-2(b) and Defense Logistics Procurement Regulation 1-405.2(b).

Purpose(s):

DLA Headquarters - Provide a current profile of each contracting officer.

Field Activities - Necessary to maintain an active, centralized control over the issuance of contracting officer warrants. This file is a registry for the quantity of warrants and their distribution. The information is used by the members of the Contracting Officer Review Board, at activities where they exist, to perform their function of advising and recommending to the commander the issuance or revocation of warrants.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and loose leaf binders.

Retrievability:

Filed by organizational activity and alphabetically by last name of contracting officer.

Safeguards:

Records are maintained in an area accessible to Office of Procurement Policy personnel.

Retention and disposal:

Documents relating to and reflecting the designation of Contracting Officers and terminations of such designations (Designating Office - Destroy 6 years after termination of appointment. Others - Destroy upon termination of appointment).

System manager(s) and address:

Executive Director, Directorate of Procurement DLA and Heads of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and name of DLA activity at which employed.

Record access procedures:

Official mailing addresses of System Manager are in the DLA Directory. Requests should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, or DLA identification card.

Contesting record procedures:

The DLA rules for contesting records contents may be obtained from the System Manager.

Record source categories:

Employee's supervisors Contracting Officer Review Board.

Exemptions claimed for the system:

None.

S835.50 DLA-N

System name:

Hazardous Materials Exposure History System.

System location:

Records are maintained at the DLA/DNSC stockpile depots following locations:

Zone Offices:
- Zone 1 Management Office, Room 19-116, 26 Federal Plaza, New York, NY 10278.
- Zone 2 Management Office, 3200 Sheffield, Hammond, IN 46327.
- Zone 3 Management Office, 819 Taylor Street, Fort Worth, TX 76102.

Stockpile Depots:
- Binghamton Depot, Hoyt Avenue Binghamton, NY 13901.
- Sommerville Depot, State Highway 206, Sommerville, NJ 08876.
- Curtis Bay Depot, Ordance Road, Rt. 710, Baltimore, MD 21226.
- Scotia Depot, Scotia, NY 12302.
- Point Pleasant Depot, 2601 Madison Avenue, Point Pleasant, WV 25550.
- Hammond Depot, 3200 Sheffield Avenue, Hammond, IN 46327.
- Casad Depot, New Haven, ID 46774.
- Sharonville Depot, P.O. Box 41131, Cincinnati, OH 45241.
- Warren Depot, Pine Street Extension, Warren, OH 44482.
- Fort Worth Depot, Fort Worth, TX 76102.
- Gadsden Depot, P.O. Box 918, Gadsden, AL 35902.
- Baton Rouge Depot, 2695 N. Sherwood Forest Drive, Baton Rouge, LA 70814.
- Clearfield Depot, P.O. Box 1279, Freeport Station, Clearfield, UT 84016.
- Stockton Depot, P.O. Box 6039, Stockton, CA 95206.

Categories of individuals covered by the system:

Personnel working in or visiting storage areas containing hazardous materials.

Categories of records in the system:

Records consist of the daily dosage of radiation received and hourly exposure to dangerous levels of asbestos. The records are primarily used by officers and employees of the agency who have a need for the records in the performance of their duties.

Authority for maintenance of the system:

Occupational Safety and Health Act of 1970, as amended: 5 U.S.C. 5108, 5314, 5315, 7902; 15 U.S.C. 633, 636; 18 U.S.C. 1114; 29 U.S.C. 553, 651-678; 42 U.S.C. 3142-1; 49 U.S.C. App., 1421; Executive Order 9397 (SSAN).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information on exposure readings is provided to the regulatory agencies charged with the responsibilities for regulating the handling of hazardous materials. The blanket routine use statements set forth at the beginning of the DLA listings of systems of records are also applicable to this record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper forms.

Retrievability:

Filed alphabetically by individual's name.

Safeguards:

Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of DLA.

Retention and disposal:

Records are retained permanently.

System manager(s) and address:

Staff Director, Directorate of Stockpile Management (DLA-N), Defense Logistics Agency, 18th and F Streets, NW., Washington, D.C. 20405.

Notification procedure:

Individuals may obtain information about whether they are part of this system of records from the director of the applicable activity that the individual is or was employed with. If not known, general inquiries should be made to the system manager.

Record access procedures:

Requests from individuals to access records should be addressed to the official cited above. In person requests may also be made during normal business hours at each location listed. For written requests, the individual should provide full name, address, telephone number, period of employment, and the position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures:

DLA rules for access to records and for contesting contents are contained in DLA Regulation 5400.21, 32 CFR part 1286.

Record source categories:

Information in this system of records is obtained from film badges, dosimeters, other instrumentation, work logs, and medical examinations.

Exemptions claimed for the system:

None.

S850.10DLA-Q 1

System name:

Quality Assurance Activity Certification Report.

System location:

Primary System - Computer tape in the library of each Defense Contract Administration Services Region (DCASR).

Decentralized segments-Print-outs of all or part of this record may be maintained by the DCASR Quality Assurance Directorate, Defense Contract Administration Service District (DCAS). Defense Contract Administration Services Office (DCASO) where individual is assigned.

Categories of individuals covered by the system:

All DCASR personnel involved in Procurement Quality Assurance (PQA) functions at each DCASR.

Categories of records in the system:

Computer records and printouts containing name, grade and step, organization assignment. Type of position, length of service information, certifications awarded, technical courses completed, courses for which the individual has been nominated and special qualifications as appropriate.

The file is created and maintained during the employee tenure in DCASR Quality Assurance and is deleted when his/her employment is terminated or upon transfer to another government agency.

Changes are made as courses are completed or specific goals are met requiring a file update.

Authority for maintenance of the system:

5 U.S.C. 4103.

Purpose(s):

Information is maintained for purposes of determining training costs, qualifications for certification in various commodity fields and records of those certified in various commodity fields. The information is used by the first line supervisor in determining the need for training consistent with the individual's past experience and the current goals or needs of the DCASR organization.

The DCASR Training Coordinator uses the information in summary form to justify the need and priority for training.

Individual data is used only at the DCASR.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See the blanket routine uses set forth above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape in the computer tape library and print-outs at the DCSARS.

Retrievability:

Filed by person code assigned to each individual.

Safeguards:

Records are maintained in areas accessible only to DCASR Personnel.

Retention and disposal:

Records are destroyed after two years.

System manager(s) and address:

DCAS Quality Assurance Staff Development Office (DQADO).

Notification procedure:

Written or personal requests for information may be directed to the System Manager. Individual must provide full name and person code if known.

Record access procedures:

Official mailing addresses are in the DLA Directory. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits, individuals should have their DLA identification cards. The system provides a report of data by individual. A copy of the report is available to the individual through his supervisor. When a change/update has been made to the computer file, an updated version of the individual file is distributed to the individual, the appropriate supervisor and the training coordinator.

Contesting record procedures:

The DLA rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Employee's supervisor, college and technical school staffs for course contents and government training school personnel and record.

Exemptions claimed for the system:

None.

S866.15DPSC

System name:

Manufacturing Payroll System; Weekly Piece Work.

System location:

Defense Personnel Support Center (DPSC), Philadelphia, PA.

Categories of individuals covered by the system:

Current and former civilian personnel who have been paid by the Manufacturing Payroll System.

Categories of records in the system:

Reports are maintained that contain all the data which affect an employee's pay, deduction, employer contributions, leave and retirement.

Authority for maintenance of the system:

5 U.S.C. Ch. 53, 'Pay Rates & Systems': 10 U.S.C. 136.

Purpose(s):

Information is maintained for purposes of affecting the weekly pay. Information is used by Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution.

Payroll office - to compute and control payroll.

Personnel office - to determine leave usage and changes that affect an employee's pay.

Security office - to determine location of employees.

Disbursing office - to determine the distribution of checks and bonds.

Officials designated by the Commander, DPSC - to perform law enforcement, safety, and vehicle registration/parking duties. Only the following information will be accessed and used: Name, address, date of birth, office phone number, directorate and office where individual assigned, category (military or civilian), and shift number. This information will be used as a control to ensure the integrity of information in systems of records S161.30 DLA-T and S161.50 DLA-T. The information will be used to facilitate the audit of such files.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by:

Financial Institutions - to determine disposition of net pay or allotments of pay.

Treasury Department - to determine registration of bonds and federal tax allocation.

Unions, charities, and insurance organizations to determine participation in these organizations.

Office of Personnel Management to determine status of employee and for disposition of retirement records.

State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by employee.

Bureau of Employment Compensation - to process employee disability claims.

State employment offices - to submit data for unemployment compensation.

Local courts - to determine disposition of pay withheld for garnishment of wages.

See also blanket routine uses above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disc pack, computer paper printouts, paper records in file folders.

Retrievability:

Records are maintained in alphabetical and employee number order.

Safeguards:

Access to mechanical records is limited to authorized DPSC data systems personnel. All other records are maintained in areas accessible only to office personnel. Security/Law Enforcement personnel who access this information through computer terminals (used as control for the integrity of information in Systems S161.30 DLA-T and S161.50 DLA-T) have been cleared and must have an official need-to know. Furthermore, the information accessed from this system is limited to the items and uses under 'Purpose(s)' and is password protected in the Automated System.

Retention and disposal:

Records are retained 18 months to 3 years after the active termination of employment.

System manager(s) and address:

Chief, Accounting and Finance Division, Office of Comptroller, DPSC.

Notification procedure:

Written or personal requests for information may be directed to the System Manager.

Record access procedures:

Written requests must contain the full name and Social Security Number of the employee. Employees making a personal request must present identification, i.e., employee badge, driver's license, etc. Official mailing addresses are in the DLA Directory.

Contesting record procedures:

The DLA rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Employee's supervisors, civilian personnel offices, financial institutions, local courts, other government agencies.

Exemptions claimed for the system:

None.

DEFENSE LOGISTICS AGENCY OFFICIAL MAILING ADDRESSES

Headquarters, Defense Logistics Agency
Cameron Station, Alexandria, Virginia 22314
Special Assistant for Congressional Affairs
Special Assistant for Public Affairs
Inspector General
Counsel
Assistant Director, Plans, Programs, and Systems
Comptroller
Command Security Officer
Staff Director, Administration
Staff Director, Civilian Personnel
Staff Director, Installations and Services
Staff Director, Management Review
Staff Director, Military Personnel
Staff Director, Small and Disadvantaged Business Utilization
Executive Director, Procurement
Executive Director, Supply Operations
Executive Director, Technical and Logistics Services
Executive Director, Contract Administration
Executive Director, Industrial Security
Executive Director, Production
Executive Director, Quality Assurance

DEFENSE LOGISTICS AGENCY PRIMARY LEVEL FIELD ACTIVITIES (Alphabetically by State)

CALIFORNIA

Defense Contract Administration
Services Region, Los Angeles
11099 South La Cienega Blvd.
Los Angeles, California 90045
Defense Depot Tracy
S. Chrisman Road
Tracy, California 95376

GEORGIA

Defense Contract Adminstration
Service Region, Atlanta
805 Walker Street
Marietta, Georgia 30060

ILLINOIS

Defense Contract Administration
Services Region, Chicago
O'Hare International Airport
6400 North Mannheim Road
P.O. Box 66475
Chicago Illinois 60666

MASSACHUSETTS

Defense Contract Administration
Services Region, Boston
666 Summer Street, Boston, Massachusetts 02210

MICHIGAN

Defense Logistics Service Center
Federal Center
Battle Creek, Michigan 49016
Defense Property Disposal Service
Federal Center
Battle Creek, Michigan 49016

MISSOURI

Defense Contract Administration
Services Region, St. Louis
1136 Washington Avenue
St. Louis, Missouri 63101

NEW YORK

Defense Contract Administration
Services Region, New York
60 Hudson Street
New York, New York 10013

OHIO

Defense Contract Administration
Services Region, Cleveland
Anthony J. Celebrezze Federal Building
1240 East Ninth Street
Cleveland, Ohio 44199
Defense Construction Supply Center
Columbus, Ohio 43215
Defense Industrial Security Clearance Office
P.O. Box 2499
Columbus, Ohio 43216
Defense Logistics Agency Systems
Automation Center
P.O. Box 1605
Columbus, Ohio 43216
Defense Electronics Supply Center
1507 Wilmington Pike, Dayton, Ohio 45444
Defense Automatic Addressing System Office
Gentile Air Force Station
Dayton, Ohio 45444

PENNSYLVANIA

Defense Depot Mechanicsburg
Mechanicsburg, Pennsylvania 17055
Defense Contract Administration
Services Region, Philadelphia
P.O. Box 7478
Philadelphia, Pennsylvania 19101
Defense Industrial Supply Center
700 Robbins Avenue
Philadelphia, Pennsylvania 19111
Defense Personnel Support Center
2800 South 20th Street
Philiadephia, Pennsylvania 19101

TENNESSEE

Defense Depot Memphis
2163 Airways Boulevard
Memphis, Tennessee 38114
Defense Industrial Plant
Equipment Center
Memphis, Tennessee 38114

TEXAS

Defense Contract Administration
Services Region, Dallas
500 South Ervay Street
Dallas, Texas 75201

UTAH

Defense Depot Ogden
Ogden, Utah 84407

VIRGINIA

Defense Documentation Center
Cameron Station
Alexandria, Virginia 22314
Defense Fuel Supply Center
Cameron Station
Alexandria, Virginia 22314
Defense Logistics Agency Administrative
Support Center
Cameron Station
Alexandria, Virginia 22314
Defense General Supply Center
Richmond, Virgina 23297

DEFENSE INVESTIGATIVE SERVICE

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

V1-01

System name:

V1-01 Privacy and Freedom of Information Request Records.

System location:

Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Categories of individuals covered by the system:

Individuals who have submitted requests or who were the subject of requests under 5 U.S.C. 552 and 552a.

Categories of records in the system:

Copies of all correspondence with requesters or pertaining to requests for information released or withheld; summaries, and logs of actions taken regarding requests.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

5 U.S.C. 552 as amended by Pub.L. 93-502, Freedom of Information Act.

5 U.S.C. 552a, Pub.L. 93-579 Privacy Act of 1974.

Purpose(s):

To permit responses to individual requests; to document actions taken in subsequent requests (including correction and amendment actions), appeals, or litigation; and to serve as a basis for reports and implementing directives.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and microfilm.

Retrievability:

Information is retrieved by the name of the subject of the request.

Safeguards:

Records are maintained in security containers and only personnel who have a need to know the information are permitted access.

Retention and disposal:

A log entry is made and a file folder established upon the receipt of each request. Copies or summaries of key documents are retained for as long as released material is retained.

System manager(s) and address:

Information and Public Affairs Office at the address listed under location.

Notification procedure:

Requests should be addressed to the SYSMANAGER. The full and the approximate dates of earlier requests are necessary for retrieval of information. Information and Public Affairs Office, Defense Investigative Service, 1900 Half St., SW, Washington D.C. 20324-1700 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making inquiries for personal records.

Record access procedures:

Access may be obtained through the SYSMANAGER at the address previously listed.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information in this system is obtained from requesters, from other federal agencies with collateral interest in a request, and from records which were the subject of requests.

Exemptions claimed for the system:

Information in this system may identify all or portions of records previously withheld in accordance with the exemptions of 5 U.S.C. 552(b) or 5 U.S.C. 552(a) (j) or (k). Any such exemptions will continue on requests of this system submitted under the same law.

V1-02

System name:

V1-02 DIS Personnel Locator System.

System location:

Primary System-Defense Investigative Service, Assistant Director (Management and Resources), 1900 Half St., SW, Washington, D.C. 20324-1700.

Decentralized segments - Field units including centers. (See directory listed at the end of this systems notice.)

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to DIS.

Categories of records in the system:

Primary sIS Form 47, 'DIS Locator Card', Fieldtor Card'. Field units decentralized segments include DIS Form 47 or optional documents reflecting the required information.

Authority for maintenance of the system:

5 U.S.C. 301. DoD Directive 5105.42, and DIS Regulation 01-10.

Purpose(s):

Records are used: To maintain a locator system of all personnel assigned to the Defense Investigative Service; to determine current assignment of DIS personnel; as an aid in distributing communications addressed to individuals and to make and to verify entries in required personnel rosters, directories, and listings subject to certain restrictions placed on the information by the individuals concerned.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Filed in security containers or locked file cabinets accessible only to authorized personnel who clearly have a need to know the information.

Retention and disposal:

Records remain in the active file until departure of the individual, then they are placed in the inactive file and destroyed after one year.

System manager(s) and address:

Defense Investigative Service, Administrative Services Division, 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from the primary system by contacting the SYSMANAGER. Information regarding decentralized segments may be obtained from the field unit maintaining portions of these records. (See directory listed at the end of this systems notice.)

Record access procedures:

Access to any records maintained as a part of this system may be obtained from the System manager or field unit maintaining them.

Contesting record procedures:

While not considered applicable, DIS rules are described in DISR 28-4 (32 CFR part 298a).

Record source categories:

From the individual on whom records are maintained.

Exemptions claimed for the system:

None.

V2-01

System name:

V2-01 Inspector General Complaints.

System location:

Defense Investigative Service, Inspector General, 1900 Half St., SW, Washington, D.C. 20324-1700.

Categories of individuals covered by the system:

Past and present civilian employees of the DIS and military personnel currently or formerly assigned to DIS for duty who have made a complaint or whose request has been referred to the Inspector General for action, assistance or information.

Categories of records in the system:

Documents which have been provided by individual complainants in support of their requests or which have been provided by others in support of, or in rebuttal to, these requests, such as: Letters of reprimand, personal financial statements, medical records, promotion board actions, travel orders, personnel computer printouts, medical bills from civilian sources, accident reports, reports of survey, records of personnel actions, evaluation reports, efficiency reports, test results, courtesy letters, letters of appreciation or commendation, screening board actions, leave and earnings statements, movement orders for household goods.

Authority for maintenance of the system:

5 U.S.C. 301;
DoD Dir 5105.42, Defense Investigative Service (DIS);
DoD Dir 5200.26, Defense Investigative Program.

Purpose(s):

The purposes for which information in the system is collected are to resolve a complaint, to redress a problem or to provide assistance.

To correct records; take or recommend disciplinary action; re-evaluate or rescind previous actions or decisions; conduct or recommend formal investigations or inquiries; provide assistance or guidelines in following prescribed procedures for specific problems; and to provide advice on how to obtain exception to policy.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name.

Safeguards:

Building employs security guards. Files are contained in a locked file safe and are accessible only to the IG staff. Information from this record system is made available to other officials only on a need to know basis.

Retention and disposal:

Destroyed after two years by shredding.

System manager(s) and address:

Defense Investigative Service, Inspector General, 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from: Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, and the identity of the DIS element with which affiliated. Visits are limited to the Information and Public Affairs Office.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs office at the address above.

Record source categories:

DIS personnel office, consolidated civilian personnel offices, DIS comptroller, military personnel offices, military finance offices, military medical record repositories, DIS investigative files.

Exemptions claimed for the system:

None.

V3-01

System name:

V3-01 EEO Complaints.

System location:

Primary system: Defense Investigative Service, Chief, Office of Affirmative Action and Equal Opportunity, 1900 Half St. SW, Washington, D.C. 20324-1700.

Decentralized segments: At regional Headquarters and centers by EEO Counselors. (See directory at the end of this systems notice.)

Categories of individuals covered by the system:

DIS employees and applicants for employment who have been counselled by an EEO Counselor and DIS employees and applicants for employment who have filed a complaint of discrimination.

Categories of records in the system:

Administrative records and investigative files regarding complaints of discrimination; affirmative action plans and statistical analyses of the workforce; and Equal Employment Opportunity Commission or court decisions including legislative mandates.

Authority for maintenance of the system:

29 CFR part 1613, FPM 713.

Purpose(s):

To adjudicate complaints based on the record.

To assist in arguing a case before EEOC or the U.S. District Court.

To do an analysis of the work force based on recruitment, selection, promotion, training discipline, adverse action, and awards.

To determine the impact of affirmative action initiatives.

As a basis of a corrective action as a result of the filing of a complaint of discrimination.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By case number; by alphabetical last name of complainant and by subject.

Safeguards:

Records are maintained in locked (combination lock) file cabinets accessible only to authorized personnel who are cleared, screened, and trained.

Retention and disposal:

Records are maintained in accordance with regulations with a selected few determined to be permanent. Most records are destroyed two years after the final resolution of a complaint. Primary system records may be retained in subject reference files.

System manager(s) and address:

Defense Investigative Service, Chief, Office of Affirmative Action and Equal Opportunity, 1900 Half St. SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

For personal visits, the individual must provide some acceptable identification, i.e., driver's license or building pass.

Access to decentralized segments (counselling records) by individuals concerned may be obtained locally. (See directory listed at the end of this systems notice.)

Contesting record procedures:

DIS rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record source categories:

Civilian employees of DIS, applicants for employment, EEOC, OPM.

Exemptions claimed for the system:

None.

V4-

System name:

V4-01 Civilian Employee Personnel Records.

System location:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Categories of individuals covered by the system:

Civilian employees of the Defense Investigative Service.

Categories of records in the system:

Permanent and temporary records pertaining to the individual's employment.

Authority for maintenance of the system:

Executive Order 12107.
FPM Supplement 990-1, Book III, Para 293 and 294.
FPM Chapter 295.
5 U.S.C. 301.

Purpose(s):

Individual's employment history; disclosure for verification of personnel information; details of employee qualification or eligibility for proposed personnel actions or new employment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or 5 x 8 cards in card file drawers.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings employ security guards. Records are maintained in locked file cabinets accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are both permanent and temporary. Permanent records are transferred to the National Personnel Records Center, St. Louis, when no longer required by the agency. Temporary records are destroyed when the person leaves the agency or when utility of the record is no longer significant.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Notification procedure:

Information may be obtained from SYSMANAGERS.

Record access procedures:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the requesting individual, current address and telephone number, if known, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, the individual must provide some acceptable identification, i.e., driver's license or building pass.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Record source categories:

Previous employers; references; supervisors; U.S. Veterans Administration; U.S. Office of Personnel Management; DIS Personnel and Security Directorate; DIS Security Division; other federal agencies.

Exemptions claimed for the system:

None.

V4-02

System name:

V4-02 Optional Personnel Management Records (OPMR).

System location:

Primary system: Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Decentralized segments: Partial records are maintained at staff directorates, regional headquarters, operational centers, and field offices. (See directory at end of this systems notice.)

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to DIS and those being considered for assignment or employment.

Categories of records in the system:

File contains records which may include working documents, copies of correspondence and forms processed in anticipation of, or during, tour of duty with DIS that relate to assignment, security clearance, promotion, duty status, training, special duty, retirement, separation, reenlistment, performance appraisals, matters pertaining to military specialty qualification, manner of performance, morale and discipline, special personnel management and assignment factors and other personnel actions that affect the individual or his assignment with DIS. Qualification records, leave and financial documents, and award recommendations are also among the items that may be included in the records. Decentralized portions also contain emergency notification and locator information, security clearance data, individual workload and productivity measurement record (e.g., DIS Form 45) not necessarily retained by DISHQ.

Authority for maintenance of the system:

Executive Order 12197, 5 USC 301, DoD Directive 5105.42, Defense Investigative Service, and other DIS, DoD and OPM directives on records maintenance and disposition.

Purpose(s):

To serve as a basis for recommendations for employment, selection, assignment, promotion, awards, training, relief, and disciplinary actions.

To record appraisals of performance and performance ratings. To record reenlistment, retirement, separation and relief from active duty or employment. To record information on qualifications, schooling, training, experience, and career programs affecting personnel actions.

To record moral and disciplinary actions.

To document completed actions, as a basis for responding to inquiries, and for use in substantiating and processing subsequent related personnel actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records filed in security containers or locked file cabinets accessible only to authorized personnel who clearly have a need to know the information.

Retention and disposal:

Documents in each record are retained for one calendar year following year in which individual departed DIS and then destroyed, unless earlier destruction is prescribed.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Access to partial decentralized segments may be obtained from regional headquarters (see directory at the end of this component's published systems notice). Requests from individuals for information pertaining to themselves from the centralized repository should be addressed to the SYSMANAGER at the address above.

Written requests for information should contain the full name of the individual, current address and telephone number, grade, SSN, unit, and period of assignment to DIS. Visits should be made to the SYSMANAGER.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs Office, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record source categories:

A source of information other than from the individual is the individual's supervisor.

Exemptions claimed for the system:

None.

V4-04

System name:

V4-04 Civilian Applicant Records.

System location:

Primary system: Defense Investigative Service, Assistant Director (Personnel and Security), Examining and Recruitment Division, 1900 Half St., SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Decentralized segments: Regional Offices, the Defense Security Institute, the Defense Industrial Security Clearance Office, the Personnel Investigations Center, and the Office of Industrial Security, International, (See directory listed at the end of this systems notice.)

Categories of individuals covered by the system:

Applicants for positions with the Defense Investigative Service.

Categories of records in the system:

Temporary record of applicants' stated interest in and/or qualifications for employment.

Authority for maintenance of the system:

FPM Chapter 333; FPM Chapter 333; FPM Chapter 332; 5 USC 301.

Purpose(s):

Identification of applicants and determination of eligibility for positions with DIS; disclosure to other agencies for verification.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in files, loose-leaf binders, paper files of 3 x 5 cards.

Retrievability:

Filed by type of position for which the application applied, or filed alphabetically by last name of applicant, or filed numerically by sequential control number.

Safeguards:

Buildings employ security guards. Records are maintained in files accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are temporary and are destroyed in accordance with DIS Records Disposition Schedule.

System manager(s) and address:

Defense Investigative Service, Examining and Recruitment Division, 1900 Half St. SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Notification procedure:

Information may be obtained from SYSMANAGERS.

Record access procedures:

Request from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, the individual must provide some acceptable identification, e.g., driver's license or building pass.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record source categories:

Civilian Personnel Officers, personnel clerks, and personnel specialists of DIS and the Office of Personnel Management; subject individual.

Exemptions claimed for the system:

None.

V4-05

System name:

V4-05 Military Personnel Management Information System (MILPERS).

System location:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. SW, Washington, D.C. 20324-1700.

Categories of individuals covered by the system:

All military personnel currently assigned or attached to DIS and those projected for assignment.

Categories of records in the system:

File contains computer records consisting of: (a) Identification data on the individual; (b) assignment data; (c) duty information; (d) basic personnel data; (e) personal data; (f) agent qualifications.

Authority for maintenance of the system:

DoD Directive 5105.42, Defense Investigative Service (DIS); 5 USC 301.

Purpose(s):

Personnel managers in DIS: To monitor manning posture of DIS elements; to respond to requests for personnel data from internal DIS, DoD, and congressional sources; to determine qualifications and eligibility for specific assignments, training, or reassignments within DIS; for locator reference, strength accountability, verification of manually prepared personnel actions; and for statistical reporting.

Administrative personnel in DIS: To prepare personnel actions, i.e., award recommendations, retirement applications, etc.; as locator reference file; for mail routing; for input of data to central file to produce consolidated reports for DISHQ staff elements.

Supervisors in DIS: To monitor manning situation, to determine qualification of personnel for special duty assignment or duty in selected areas, and to meet administrative reporting requirements.

DIS Security Officer: To monitor gains and losses; to insure currency of files and security briefing/debriefing; to determine periodic revalidation requirements; to respond to queries concerning security clearance or access information.

DIS Headquarters staff: To make decisions on policy and procedural matters; to determine agent qualifications and security access, and to complete administrative actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Storage:

Computer magnetic tape and paper output in folders or binders.

Retrievability:

Filed by Social Security Number (SSN).

Safeguards:

Magnetic tape storage is within a secured area accessible only to authorized personnel.

Paper products are secured in cabinets, and only personnel with a need to know are granted access to these documents.

Retention and disposal:

Magnetic tape records are retained in active status until individual's departure from DIS and then in inactive status for 3 years. Then magnetic tape records are erased from computer file and output reports reflecting personnel data on the individual are destroyed by shredding or chemical decomposition. Paper products are retained for one year following the departure of the individual.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Access to partial decentralized segments may be obtained from Regional Office headquarters. (See directory listed at the end of this systems notice.) Requests from individuals for information pertaining to themselves from the centralized repository should be addressed to the SYSMANAGER at the address above.

Written requests for information must contain the full name of the individual, current address and telephone number, grade, SSN, unit, and period of assignment to DIS. Visits should be made to the office of the SYSMANAGER.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record source categories:

Sources of information other than from the individual are military departments and the individual's commander or supervisor.

Exemptions claimed for the system:

None.

V4-06

System name:

V4-06 Civilian Personnel Management Information System (CPMIS).

System location:

Defense Investigative Service, Information Service Division, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203-1211.

Categories of individuals covered by the system:

Civilian employees of the Defense Investigative Service (DIS).

Categories of records in the system:

Records consisting of identification and employment data, special qualifications, racial and ethnic identification, and other information found in the Official Personnel Folder.

Authority for maintenance of the system:

Title 5, United States Code;
Section 301 (Agency Regulations);
Section 1302 (Regulations);
Section 2951 (Reports to the Commission);
Section 4118 (Training);
Section 4308 (Performance Rating);
Section 4506 (Incentive Awards);
Sections 5113, 5115, and 5338 (Classification);
Section 6311 (Leave);
Sections 8334(f), 8342(b), 8343(a), and 8347 (Retirement);
Section 8716 (Life Insurance);
Section 8913 (Health Insurance);
Civil Service Rules, Sections 7.2, 5.1, 5.2 and 5.3;
Executive Order 10561, September 13, 1954;
Executive Order 9830, Section 01.2 (e) and (f), February 24, 1947 as amended;
Executive Order 10800, Section 2 (d), January 15, 1959;
Executive Order 10988, Section 14, January 17, 1962;
Executive Order 11222, Section 405, May 8, 1965;
Executive Order 11246, Section 104, September 24, 1965 as amended;
DoD Directive 5105.42, Charter for the Defense Investigative Service;
Federal Personnel Manual (Chapter 713);
Federal Personnel Manual Letter 298-10.

Purpose(s):

Files are maintained: To provide OPM, DOD, and internal reports on employment characteristics of civilian employees; for statistical computations submitted to OPM; and to identify civilian personnel with selected characteristics or special qualifications.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape and paper output in folders or binders.

Retrievability:

Filed by date of listing, organization of assignment, name, or Social Security Number (SSN), or race/ethnic background.

Safeguards:

Magnetic tape storage is within a secured area accessible only to authorized personnel. Paper products are secured in cabinets and only personnel with a need to know are granted access to these documents. Personnel with access are properly screened, cleared, and trained.

Retention and disposal:

Magnetic tape records and paper products of this system are retained in an active status until individual's departure from DIS and then in an inactive status for 1 year.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel & Security), 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to the SYSMANAGER. Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired listing. Visits are limited to SYSMANAGER or Holabird Personnel Operations Office, Baltimore, MD. For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs Office, Defense Investigative Service, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record source categories:

Notifications Personnel Action, SF-50 and 50a, and 50b, Personnel Qualifications Statements, SF-171, Certificates of Training, and the Individual Concerned.

Exemptions claimed for the system:

None.

V4-07

System name:

V4-07 Adverse Actions, Grievance Files, and Administrative Appeals.

System location:

Defense Investigative Service, Personnel and Security Directorate, 1900 Half St. SW, Washington, D.C. 20324-1700; Holabird Personnel Operations Office, Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203-1211; and Defense Industrial Security Clearance Office, Personnel Operations Office, Defense Investigative Service, P.O. Box 2499, Columbus, OH 43216-2499.

Categories of individuals covered by the system:

Affected civilian employees of the Defense Investigative Service.

Categories of records in the system:

Notifications of personnel actions.

Findings of inquiry into allegations of grievance or complaints.

Authority for maintenance of the system:

FPM Chapters 751, 752, 771 and 5 USC 301 Chapter 77.

Purpose(s):

For preparing the initial case and subsequent cases for consideration.

For consideration by examiner and appellate levels of the specifics of each case within and outside of DIS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically.

Filed by functional code in personnel office files.

Safeguards:

Buildings employ security guards. Records are maintained in locked containers accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are both permanent and temporary. Permanent records are filed in the Official Personnel Folder. Temporary records are destroyed when the individual leaves DIS or when they are no longer needed. Individual records may be retained indefinitely in subject reference files.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 2103-1211; Defense Industrial Security Clearance Office, Personnel Operations Office, Defense Investigative Service, P.O. Box 2499, Columbus, OH 43216-2499.

Notification procedure:

Information may be obtained from SYSMANAGERS.

Record access procedures:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affair Office, Defense Investigative Service, 1900 Half St. SW, Washington, D.C. 20324-1700.

Record source categories:

Supervisors, complainants, investigators, appropriate law enforcement agencies.

Exemptions claimed for the system:

None.

V4-09

System name:

V4-09 Merit Promotion Plan Records.

System location:

Primary system: Defense Investigative Service, Assistant Director (Personnel and Security), Examining and Recruitment Division, 1900 Half St. SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Decentralized segments: Regional offices, the Defense Security Institute, and the Office of Industrial Security, International. (See directory at the end of this systems notice.)

Categories of individuals covered by the system:

Civilians who have applied for certain vacancies within the Defense Investigative Service.

Categories of records in the system:

Temporary records pertaining to an individual's consideration for promotion.

Authority for maintenance of the system:

FPM Chapter 335.

Purpose(s):

To identify eligible candidates for specific promotion opportunities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine use at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Appraisals filed alphabetically by employee's last name.

Promotion panel computations filed by announcement number.

Safeguards:

Buildings employ security guards. Records are maintained in locked cabinets accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are destroyed two years after the effective date of the establishment of the promotion register.

System manager(s) and address:

Defense Investigative Service, Chief, Examining and Recruitment Division, 1900 Half St. SW, Washington, D.C. 20324-1700; Defense Investigative Service, Holabird Personnel Operations Office, P.O. Box 1211, Baltimore, MD 21203-1211; Defense Investigative Service, Defense Industrial Security Clearance Office, Personnel Operations Office, P.O. Box 2499, Columbus, OH 43216-2499.

Notification procedure:

Information may be obtained from SYSMANAGERS.

Record access procedures:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual who appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Information and Public Affairs Office, Defense Investigative Service, 1900 Half St., SW, Washington, D.C. 20324-1700.

Record source categories:

Evaluation by ranking panel members; supervisory appraisals; appraisal of individual's potential as supervisor.

Exemptions claimed for the system:

None.

V4-10

System name:

V4-10 Incentive Awards.

System location:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St. SW, Washington, D.C. 20324-1700.

Categories of individuals covered by the system:

Civilian and military personnel of the Defense Investigative Service or persons outside of DIS making suggestions relating to DIS functions.

Categories of records in the system:

Temporary records relating to proposed awards and suggestions.

Authority for maintenance of the system:

5 USC 301, FPM Chapter 451.

Purpose(s):

Records are used to provide basis for recommending action on proposed awards including, but not limited to, awards for length of service, quality step increases, sustained superior performance, special act and service, meritorious and exceptional service, and similar awards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Suggestions filed by number.

Award actions are filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Record are maintained in file cabinets accessible only to authorized personnel who are properly trained, cleared, and screened.

Retention and disposal:

Records are temporary and are destroyed after two years.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from SYSMANAGERS.

Record access procedures:

Requests from individuals should be addressed to SYSMANAGERS.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Record source categories:

Reports of evaluating officials, committee determinations.

Exemptions claimed for the system:

None.

V5-01

System name:

V5-01 Investigative Files System.

System location:

Defense Investigative Service, Investigative Files Division, P.O. Box 1211, Baltimore, MD 21203-1211, has primary control over the system and is responsible for the maintenance of completed investigative records. DIS operational centers, regional offices, field offices, resident agencies, and various DIS headquarters staff elements originate and have temporary control over portions of the records. (See directory at the end of this systems notice.)

Categories of individuals covered by the system:

Military personnel who are on active duty; applicants for enlistment or appointment; members of Reserve units; National guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from nonappropriated funds who have DoD affiliation; ROTC cadets; former military personnel; and individuals residing on, having authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility.

Categories of records in the system:

Official Reports of Investigation (ROI's) prepared by DIS or other DoD, federal, state or local official investigative activities.

DIS Information Summary Reports (ISR's) which record unsolicited information received by DIS concerning a person or incident which is of direct interest to other DoD components or federal agencies.

Attachments to ROI's or ISR's including exhibits, subject or interviewee statements, police records, medical records, fingerprint cards, credit bureau reports, employment records, education records, release statements, summaries of or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but which serve as the basis for investigation, or which serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case; documents initiated by the subject; and documents used in case management and control.

DIS file administration and management documents accounting for the disclosure of, control of, and access to a file.

Authority for maintenance of the system:

Section 301 of 5 U.S.C. Department Regulations.

Section 310 of 44 U.S.C. Records Management.

Sections 2,3,4,5,6,8 and 9, Executive Order 10450, Security Requirements for Government Employment.

Section 6(A), Executive Order 11652, Classification and Declassification of National Security Information and Material.

DoD Directive 5105.42, Defense Investigative Service.

DoD Directive 5200.1, Department of Defense Information Security Program.

DoD Directive 5200.2, Department of Defense Personnel Security Program.

Section IV A and B, DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense.

Section V a 2, DoD Instruction 5210.25, Security Acceptability of American National Red Cross Employees at Department of Defense Installations and Activities.

Encl 3, paragraphs b 2 and 2, DoD Directive 5210.41, Security Criteria and Standards for Protecting Nuclear Weapons.

Section III, DoD Directive 5210.45, Personnel Security in the National Security Agency.

Section VII, DoD Directive 5210.55, Selection of Department of Defense Military and Civilian Personnel for Assignment to Presidential Support Activities.

Section IV, C, DoD Directive 5220.6, Industrial Personnel Security Clearance Program.

Section V B, DoD Instruction 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees.

Section 1 (a) and 2, Executive Order 10865, Safeguarding Classified Information Within Industry.

Section III, DoD Instruction 5030.34, Agreement Between the Department of Defense Concerning Protection of the President and Other Officials.

Paragraph 10, Director of Central Intelligence Directive No. 1/14, Uniform Personnel Security Standards and Practices Governing Access to Sensitive Compartmented Information.

Purpose(s):

To insure that the acceptance or retention of persons in sensitive DoD positions or granting individuals including those employed in defense industry access to classified information is clearly consistent with national security;

For maintenance and use by the requesting activity when collected during reciprocal investigations conducted for other DoD and federal investigative elements;

For dissemination to appropriate federal agencies or other DoD components when information regarding personnel security matters is reported by ISR;

To furnish orally or by letter criminal information which is received by DIS personnel in the course of their duties which is of direct interest to local law enforcement agencies;

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to defense information and facilities;

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces;

To provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056; and

For use in criminal law enforcement investigations including statutory violations and counterintelligence as well as counterespionage and other security matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine use listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfilm, magnetic tape or supplementary index cards.

Retrievability:

Investigations are centrally retrievable through the DIS Defense Integrated Management System (DIMS) or the Defense Central Index of Investigations (DCII) System described separately.

Safeguards:

Completed investigative records are contained and stored in power files, open shelves, and filing cabinets which are housed in secured areas accessible only to authorized personnel who are properly screened and have a need to know. Information contained on magnetic tape is secured in the same manner as the DCII described separately. Recipients of investigative information are responsible for safeguarding information within the guidelines provided by DIS.

Retention and disposal:

Retention of closed DIS investigative files is authorized for 15 years maximum, except as follows: (1) Files which have resulted in final adverse action against an individual will be retained 25 years: (2) Files developed on persons who are being considered for affiliation with the Department of Defense will be destroyed within one year if the affiliation is not completed. In cases involving a preappointment investigation, if the appointment is not made due to information developed by investigation, the file will be retained 25 years upon notification from the requester for which the investigation was conducted. If the appointment is not made for other reasons not related to the investigation, the file will be destroyed within one year upon notification from the requesting agency/service. (3) Files concerning unauthorized disclosure of classified information and other specialized investigation files will be retained for 25 years. (4) Information within the purview of the Department of Defense Directive 5200.27, 'Acquisition of Information concerning Persons and Organizations not Affiliated with the Department of Defense,' is destroyed within 90 days after acquisition by DIS unless its retention is required by law or unless its retention has been specifically authorized by the Secretary of Defense or his designee.

Reciprocal investigations are retained for only 60 days.

Partial duplicate records of personnel security investigations are retained for 60 days by DIS field elements.

System manager(s) and address:

Defense Investigative Service, Director, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 20203-1211.

Notification procedure:

Requests should be addressed to the Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St. SW, Washington, D.C. 20324-1700. The full name, date and place of birth, and social security number are necessary for retrieval of information. A notarized statement verifying the identity of requesters is required. The Office of Information and Public Affairs, address above, may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

Record access procedures:

Access may be obtained through the Office of Information and Public Affairs at the address listed above.

Contesting record procedures:

DIS rules for contesting and appealing initial determinations may be obtained from the Office of Information and Public Affairs at the address listed above.

Record source categories:

Subjects of investigations.

Records of other DoD activities and components.

Federal, state, county, and municipal records.

Employment records of private business and industrial firms.

Educational and disciplinary records of schools, college, universities, technical and trade schools.

Hospital, clinic, and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals.

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims, and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters, and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

Exemptions claimed for the system:

The portions of this system of records which fall within the scope of 5 U.S.C. 552a (k)(2), (k)(3), and (k)(5) may be exempt from the provisions of subsections 5 USC 552a(c)(3), (d), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f). See 32 CFR 298a.14 for the DIS exemption rules.

V5-02

System name:

V5-02 Defense Central Index of Investigations (DCII).

System location:

Central Facility
Defense Investigative Service
Information Services Division
Personnel Investigations Center
P.O. Box 1211, Baltimore, MD 21203
Remote Terminal Locations
Commander, Naval Military Personnel Command (NMPC)
NMPC-81
Navy Department
Washington, D.C. 20370
United States Army Crime Records Center (CRC)
United States Army Criminal Investigation Command
CRC Bldg. 305
2301 Chesapeake Avenue
Baltimore, Maryland 21222
U. S. Army Intelligence & Security Command (AIRR)
Chief, Investigative Records Repository
ATTN: IACSF-IR-E Bldg. 4552A
Fort George G. Meade, MD 20755
Deputy Director Personnel Security
Pentagon - Rm. 3C267
Washington, D.C. 20301
DA, HQ, USA Central Personnel Security Clearance Facility (ACCF)
ATTN: PCCF-MDS
Fort George G. Meade, MD 20755
Department of the Navy (NSG)
Naval Security Group Command Headquarters
3801 Nebraska Avenue, NW
Washington, D.C. 20390
Headquarters - USAF/SCO
Air Force Security Clearance Office (AFSCO)
Rm. 5D460
Washington, D.C. 20330
HQ Air Force Office of Special Investigations (FOSI)
IMIRS (FOSI)
Building 626
Bolling Air Force Base
Washington, D.C. 20332
U.S. Office of Personnel Management (OPM)
Office of Personnel Investigations
Investigations Operations Division
NACI Center
Boyers, PA 16018
Naval Investigative Service Headquarters (NIS)
Records Management Division (NIS-284)
NIS Bldg. 1
4600 Silverhill Rd.
Washington, D.C. 20389
Office of the Assistant Chief of Staff for Intelligence (ACSI)
HQDA (DAMI-CIS)
Pentagon - Rm 2D475
Washington, D.C. 20310-1052
Defense Intelligence Agency (DIA)
ATTN: OS-3A, The Pentagon, Rm 2B-535
Washington, D.C. 20301
Department of the Navy (NIC)
Naval Intelligence Command
Rm. 282, NIC Bldg.
4600 Silverhill Rd.
Washington, D.C. 20389
Defense Industrial Security Clearance Office (DISCO)
ATTN: S0812
P.O. Box 2499
Columbus, OH 43216
Defense Communications Agency (DCA)
Washington, D.C. 20305
DIS Headquarters (DIS HQ)
1900 Half St. SW
Washington, D.C. 20324-1700
Defense Logistics Agency (DLA)
Cameron Station
Alexandria, VA 22314
ATTN: Cmd. Security Office
Defense Criminal Inv. Service (DCIS)
DoD Office of Inspector General
DCIS - 8D490
Cameron Station
P.O. Box 9290
Alexandria, VA 22304
Defense Investigative Service
1900 Half St. SW
Washington, D.C. 20324-1700
Defense Contract Audit Agency
Cameron Station
Alexandria, VA 22314
Categories of users:

Components listed under the system location caption are the principal users and (with the exception of DISCO) the file custodians. Listed terminal holders (with the exception of DISCO) may release general DCII information to users of their investigative records or listed in their investigative records systems descriptions in this register.

It should be noted that information contained in the system is regarded as the property of the submitting activities. DIS can neither monitor nor assume responsibility for the propriety or accuracy of the date in the system other than that portion belonging to DIS.

Transfer of information from this records system to other DoD components is a routine intra-agency use under the provisions of 5 U.S.C. 552a(3)(b)(1). The use of the DCII by terminal holders to advise requesters of the possible location of information where there is no disclosure of personal information from the DCII does not require an accounting.

Categories of individuals covered by the system:

Any person described as a subject or who is victim or who is cross-reference in an investigation completed by or for a DoD investigative organization when that investigation is retained by the organization and the name is submitted for central indexing.

Categories of records in the system:

DCII MASTER INDEX:

Composed of locator references to investigations, Air Force clearances, and Army clearances conducted by or for DoD investigative organizations and retained by them. Index records contain the name and other pirso informati information on individuals who are indexed.

FILE TRACING:

Reference to an investigation maintained by one of the investigative records repositories. It identifies the individual by name and personal identifiers, the custodian of the file, the year indexed, and the number used by the repository to locate the file.

OPEN CASE TRACING:

A record input by either Army investigative activities or DIS reflecting the existence of an investigation in progress. It identifies the subject individual by name and personal identifiers, the location of the open investigation, the year indexed, and the number used to locate the investigative file.

NAC PENDING TRACING:

Record of a National Agency Check (NAC) investigation in progress. It identifies the subject individual by name, personal identifiers, the case number, the category of the requester of the NAC, and the type of NAC being run.

NAC HISTORY TRACING:

A record of completed favorable, or incomplete, national agency checks. It identifies the individual by name and personal identifiers, the date the NAC was completed, and the agencies that were checked.

DCII NAME ONLY INDEX (NOI):

Composed of names of persons who are referenced but not fully identified in investigative files. A Name Only Index record identifies the individual by name and lists the custodial agency of the file, year indexed, and the number used by the repository to locate the file. Positive identification is impossible from the index and may well be impossible from the case file itself. DIS has placed no records in this index.

Authority for maintenance of the system:

5 U.S.C. 301 Departmental Regulation. 44 U.S.C. 3101 Records Management. Memorandum, Security of Defense, May 27, 1965. Memorandum, Secretary of Defense, December 3, 1965, subject: Establishment of a Central Index of DoD Investigations. DoD Directive No. 5105.42 subject: Defense Investigative Service (DIS) July 19, 1978, 32 CFR.

Purpose(s):

To determine the existence and location of DoD investigative records for granting clearances, for access to defense installations, and for entry into military service or employment in sensitive civilian positions; and to reflect security clearance information pertaining to Army personnel.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See this agency's blanket routine uses at the head of this component's published system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Master Index data is maintained in direct access storage devices, disks, and data cells. It is also contained on magnetic tape for continuity of operations to permit processing at alternate locations in the event of computer failure.

Name Only Index data is maintained on magnetic tape and microfiche. Each contributor is provided his portion on a quarterly basis.

Retrievability:

Master Index records are accessed through name and at least one personal identifier (PID). Personal identifiers are: Date of birth, place of birth, social security number, and the last four (4) digits of military service number. Inquiries may enter the system by being keyed in at remote terminals. A nonstandard retrieval capability also exists which permits retrieval without PID or on parts of a name and produces references to all individuals by that name. It should be noted that in many cases the subject's SSN is necessary to make a positive identification.

Name Only Index records are accessed through the name or some portion thereof. Records are retrieved based on an exact match with the name submitted. Inquiries may enter the system through remote terminals.

Safeguards:

Generalized validation is provided in batch retrieval through program edits to prevent unauthorized access.

User terminals with access to the Master Index are located in controlled access areas. Access to the system is limited to specified time of the day. Terminals are connected via dedicated data circuits which prevent access from standard dial-up telephones.

Activities must be a part of DoD and accredited on the basis of authorized requirements before a new terminal is established or before batch requests will be honored and processed. Terminal holders and organizations authorized access by other means are responsible for insuring that individuals and organizations to whom they disclose index information have appropriate authority and need to know.

The computer room is located within a building controlled by security personnel at all times. Identification badges are required for entrance. Access to the computer room is controlled by a combination lock on the entrance. Critical backup files are stored in locked fireproof data safes.

Retention and disposal:

The computer tape files are retained for as long as the hard copy files are retained at the Federal Records Center. The Federal Records Center is responsible for disposing of hard copy files at which time all index tracings pertaining to the files are deleted in accordance with established procedures. Processing a deletion flags the computer record which precludes the record from being given out thereafter. Flagged records are eliminated from the system during periodic file restructuring procedures.

Open case tracings. Retained for as long as the investigation is open . When the investigation is completed, the contributor replaces the open case tracing with a file tracing as described above.

NAC history tracings. Retained for a period of four (4) years from the date of completion and then automatically deleted unless specific action is taken sooner to delete the record. Should a subsequent favorable NAC be completed, the entering of a new history record will delete the first history record.

NAC pending tracings. Retained until completion of the NAC at which time they are replaced by an NAC history of file tracing, unless deleted sooner by the originator.

System manager(s) and address:

Defense Investigative Service, Director, 1900 Half Street, SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from: Information and Public Affairs Office, Defense Investigative Service, 1900 Half Street, SW, Washington, D.C. 20324-1700.

Information required:

Full name and all maiden and alias names under which files may be maintained and personal identifiers listed under Retrievability. Note Social Security Numbers may be necessary for positive identification of certain records.

Office which may be visited:

Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Proof of identity:

Check of personal documents.

Record access procedures:

Access may be obtained through the Information and Public Affairs Office at the address listed above.

Contesting record procedures:

The agency rules for access to records, contesting contents, and appealing initial determinations by the subject individual may be obtained from the Information and Public Affairs Office at the address listed above.

Record source categories:

DoD investigative organizations listed under the LOCATION caption (excluding DISCO) and additionally:

Defense Logistics Agency, ATTN: DLAH-T, Cameron Station, Alexandria, VA 22314.

Director of Security, National Security Agency, ATTN: M-552, Fort Meade, MD 20755.

Assistant Chief of Staff of Intelligence (ACSI), Department of the Army, ATTN: Counterintelligence Division, Washington, D.C. 20314.

Exemptions claimed for the system:

None.

V5-03

System name:

V5-03 Defense Integrated Management System (DIMS).

System location:

Defense Investigative Service, Director, Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203-1211.

Categories of individuals covered by the system:

Any person who is the subject of an ongoing or recently completed Defense Investigative Service (DIS) investigation.

Categories of records in the system:

The DIMS Master file is composed of records of investigations which are being or have been conducted for DoD activities and personal identifying information on individuals who have been investigated. The DIMS master file also consists of records of leads assigned to DIS field elements for those investigations in progress. Records contain the name, social security, case control number, the investigative leads assigned, and their status.

The DIMS history file consists of records of investigations that have been closed. Records contain the name and other personal identifying information, the type of investigation, requester category, case number, the closing status, and/or the date closed.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations.

44 U.S.C 3101, Records Management.

DoD Directive 5105.42, July 19, 1978, Defense Investigative Service (DIS).

DoD Regulation 5200.2R, December 1979, Personnel Security Program.

Purpose(s):

To determine the existence, location, and status of the cases.

To control workload and prepare statistical reports.

To inform federal agencies or requesters of investigations regarding the status of ongoing cases.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The DIMS master file is in key sequenced Virtual Storage Access Method (VSAM). A copy of the master file is also contained on magnetic tape for continuity of operations to permit processing at alternate locations in the event of computer failure.

The DIMS history file is contained on magnetic tape.

DIMS Investigative assignment files are retained in paper form.

Retrievability:

DIMS master Records are accessed through the case control number. History file records are accessed sequentially from tapes. Queries may enter the system in card form and from magnetic tape or indirectly through the DCII.

Lead assignment (IAF) data is retrievable by name of individual or case control number.

Safeguards:

For the master and history files as described in the DCII system descriptions of this notice.

IAF documents.

Retention and disposal:

Monthly history tapes are retained indefinitely. After two years, all names are deleted from the records of monthly history tapes. IAF records are retained for one year after completion of field leads.

System manager(s) and address:

Defense Investigative Service, Deputy Director, 1900 Half St. SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from Defense Investigative Service, Information and Public Affairs, 1900 Half St. SW, Washington, D.C. 20324-1700.

Information required:

Full name and all maiden or alias names under which files may be maintained.

Personal identifiers which include date and place of birth, social security number, and last four digits of military service number.

Office which may be visited:

Defense Investigative Service, Information and Public Affairs, 1900 Half St. SW, Washington, D.C. 20324-1700.

Proof of identity:

Routine check of personal documents.

Record access procedures:

Information and Public Affairs Office at address listed above.

Contesting record procedures:

The agency's rules for access to records, for contesting contents, and for appealing initial determinations by the individual concerned may be obtained from the Office of Information and Public Affairs.

Record source categories:

DIS Case Control Center.

Exemptions claimed for the system:

In accordance with Subsection 3(j)(2) of the act, certain references contained in this system of case control records may be exempted from the provisions of subsections (c)(3), (c)(4), (d) and (e)(8). This exemption will allow the DIS, a law enforcement component, to conduct effective investigations into alleged unlawful activity and use the DIMS without jeopardizing such investigations. Knowledge of the investigations into alleged unlawful activity could enable subjects to take actions to prevent detection of criminal activities, conceal evidence, or to escape prosecution. It could also lead to intimidation of or harm to sources, informants, witnesses, and their families and to disclosure of national security information. Information from this system will be withheld only to the extent that its release would interfere with such investigations.

V5-05

System name:

V5-05 Subject and Reference Locator Records.

System location:

A decentralized system maintained by Defense Investigative Service field units. See directory listed at the end of this component's system notice.

Categories of individuals covered by the system:

Military personnel and civilian employees of the Department of Defense.

Categories of records in the system:

Personnel, locator, assignment, rosters and housing records furnished by Army, Navy, Air Force and Marine Corps posts, bases, and stations in the U.S. and Puerto Rico and retained for periods longer than they are retained by originating activities. An example of such records is Army Locator/ Organizational Rosters (A0102.03a DAAG).

Authority for maintenance of the system:

5 U.S.C. 301, E.O. 10450, E.O. 10865, DoD Directive 5105.42.

Purpose(s):

Records are maintained by DIS investigative elements for use in locating supervisors, coworkers, and character references of subjects of DIS investigations and to identify or verify the locations and assignments of subjects when this information cannot be obtained through other local sources. Information from this system may be provided to law enforcement agencies for the same purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper listings in files or binders, computer products, microfiche, index cards.

Retrievability:

By name and other identifying data.

Safeguards:

Maintained in locked cabinets or locked rooms and only DIS personnel have access.

Retention and disposal:

Records are retained for a maximum of five years.

System manager(s) and address:

Defense Investigative Service, Assistant Director (Personnel and Security), 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Requests should be addressed to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700. The full name, date and place of birth, social security number, and military service numbers are required and the name and location of the post, base, or station and periods of assignment or employment so that a thorough search can be conducted. A notarized statement verifying the identity of requester is required. Defense Investigative Service, Information and Public Affairs Office, Washington, D.C. 20324-1700 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

Record access procedures:

Access to records may be obtained through Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St., SW, Washington, D.C. 20324-1700.

Contesting record procedures:

DIS rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR part 298a and DIS Regulation 28-4.

Record source categories:

Military personnel offices, training schools, and housing offices for installations.

Exemptions claimed for the system:

None.

V6-01

System name:

V6-01 Personnel Security Files, (PSF's).

System location:

Primary system: Defense Investigative Service, Security Division (V0540), 1900 Half St., SW, Washington, D.C. 20324-1700.

Decentralized system: Partial records are maintained at working locations as a part of the Optional Personnel Management Record System described separately in this notice.

Categories of individuals covered by the system:

Every DIS employee, civilian and military, without exception.

Categories of records in the system:

Individual's Certificate of Security Clearance, Access Authorization Certificate, Security Briefing Statement, Certificates of Clearance for other Services, Defense Central Investigations Index (DCII) check results, Summary Adjudication Sheet, debriefing statements, requests for investigations, and similar related documents varying in certain cases. Personal identifying data to confirm identities is also contained in this system.

Authority for maintenance of the system:

Requesting agency, to the extent that the information is relevant and 5 U.S.C. 301 (Departmental Regulations) and DoD Directive 5200.2-R, DoD Personnel Security Program.

Purpose(s):

Files are used to provide a basis for granting security clearance and evidence of clearance and access to classified defense information during an individual's employment with the agency. Files are also used to provide information on security clearances for individuals attending official activities of other offices on classified matters and are provided to other government offices when change of employment is being considered.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Individual Personnel Security Files are established when an individual has been tentatively selected for a position with DIS and a request for investigation is initiated. As each investigation is completed and adjudicated, a clearance certificate is filed in the PSF. If the applicant declines employment or is a nonselectee, the PSF is placed in the inactive file section and retained for two years.

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

For the primary system, building employs security guards (Federal Protective Service). Records are maintained in locked containers in areas accessible only to authorized personnel who have a need to know.

Retention and disposal:

Records are maintained for the period of time an individual is assigned to the DIS and for two years afterwards. Disposal is as classified waste.

System manager(s) and address:

Defense Investigative Service, Chief, Security Division, 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information regarding the primary system may be obtained from Defense Investigative Service, Chief, Security Division, 1900 Half St., SW, Washington, D.C. 20324-1700.

Record access procedures:

Access to the decentralized records may be obtained at any time. Requests from individuals for access to the primary system should be addressed to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to the Defense Investigative Service, Information and Public Affairs Office.

For personal visits, a check of personal documents will be conducted.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Information and Public Affairs Office at the address listed above.

Record source categories:

Application and related forms from the individual, summaries of information from background investigations of the individual.

Exemptions claimed for the system:

None.

V6-02

System name:

V6-02 Sensitive Compartmented Information (SCI) Access File.

System location:

Defense Investigation Service (DIS), Security Division, 1900 Half St., SW, Washington, DC 20324-1700.

Categories of individuals covered by the system:

DIS personnel who have been granted Special Access to SCI information.

Categories of records in the system:

A rosters are maintained on DIS personnel holding SCI access, requests for SCI access, access authorizations, and similar related documents.

Authority for maintenance of the system:

DIAM 50-1(C) and DCI Directive No. 1/14.

Purpose(s):

The SCI Access File is used to determine who in DIS has SCI access. Data is used also to monitor the program within DIS.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses listed at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All data is maintained in one secure container. The roster is provided by DIA. Copies of access authorization are maintained for each individual having special access. When a person is taken off this access and has been debriefed, this is noted in the file.

Storage:

Paper records in file folder.

Retrievability:

Roster is in billet order; access authorization is in chronological order.

Safeguards:

Files are maintained in an authorized security container within a locked room. The Federal Protective Service controls entrance to the building.

Retention and disposal:

Records are maintained for the period that the individual is granted the special access and then for 2 years.

System manager(s) and address:

Defense Investigative Service, Chief, Security Division, 1900 Half St., SW, Washington, DC 20324-1700.

Notification procedure:

Information may be obtained from SYSMANAGER, Defense Investigative Service, Security Division, 1900 Half St., SW, Washington, D.C. 20324-1700.

Record access procedures:

Request from individuals should be addressed to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to Defense Investigative Service, Information and Public Affairs Office, 1900 Half St., SW, Washington, D.C. 20324-1700.

Contesting record procedures:

The agency's rules for contesting contents and for appealing initial determinations may be obtained from the Information and Public Affairs Office at the address listed above.

Record source categories:

Personnel Security File on the individuals.

Exemptions claimed for the system:

None.

V7-01

System name:

Enrollment, Registration and Course Completion Record.

System location:

Defense Security Institute (DSI), Richmond, Virginia 23297.

Categories of individuals covered by the system:

Individuals who are scheduled for or who have attended courses of instruction offered by the Institute.

Categories of records in the system:

Information may include individual's name and other personal identifying and administrative data pertaining to attendance at the Institute to include employer, course completion, and other similar data.

Authority for maintenance of the system:

5 USC 301.
DoD Directive 5015.2, September 17, 1980.
DoD Directive 5105.42 (Defense Investigative Service).
Executive Order 10865, February 20, 1960.
Executive Order 10909, January 17, 1961.
Defense Investigative Service Regulation 28-1, March 13, 1981.

Purpose(s):

Used by Institute personnel to prepare class rosters and provide basic administrative information on attendees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See DIS blanket routine uses at the head of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on index cards and computer diskettes.

Retrievability:

Records are filed alphabetically by last name.

Safeguards:

Records are maintained in file cabinets in a locked room in areas accessible only to authorized personnel who have a need to know.

Retention and disposal:

Records are retained for ten (10) years.

System manager(s) and address:

Director, Defense Security Institute, c/o Defense General Supply Center, Richmond, VA 23297-5091

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Access to records may be obtained through the Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St., SW, Washington, D.C. 20324-1700, either by mail or personal visit.

Written requests with full name and social security number are required, and the request must be accompanied by a notarized statement verifying the identity of the requester.

Personal visits should be made to the Office of Information and Public Affairs at the address listed above. A check of personal identification will be required of all visitors making such inquiries.

Contesting record procedures:

The agency's rules for contesting records may be obtained from the Chief, Office of Information and Public Affairs at the address listed above.

Record source categories:

The student, his/her employer, and the Defense Security Institute.

Exemptions claimed for the system:

None.

V7-02

System name:

V7-02 Guest/Instructor Identification Records.

System location:

Defense Security Institute (DSI), Richmond, Virginia 23297-5091.

Categories of individuals covered by the system:

Guest speakers and regularly assigned instructors.

Categories of records in the system:

Individual's name, position, biographical data, and other background information.

Authority for maintenance of the system:

DoD Directive 5105.42 (Defense Investigative Service (DIS)).
Executive Order 10865.20, February 20, 1960.
Executive Order 10909, January 17, 1961.

Purpose(s):

Used by Institute personnel for the introduction of speakers and instructors.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published system notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are locked in file folders on index cards.

Retrievability:

Records are filed alphabetically by last name.

Safeguards:

Records are maintained in file cabinets within a locked room in areas accessible only to authorized personnel who have a need to know.

Retention and disposal:

Records are reviewed annually with obsolete records destroyed by burning or other means which preclude reconstruction.

System manager(s) and address:

Director, Defense Security Institute, c/o Defense General Supply Center, Defense Investigative Service, Richmond, VA 23297-5091.

Notification procedure:

Information may be obtained from SYSMANGER.

Record access procedures:

Access to records may be obtained through Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St., SW, Washington, D.C. 20324-1700, either by mail or personal visit.

For written requests, full name and social security number are necessary for retrieval of information, and the request must be accompanied by a notarized statement verifying the identity of the requester.

Personal visits should be made to the Office of Information and Public Affairs at the address listed above. A check of personal identification will be required of all visitors making such inquiries.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Office of Information and Public Affairs at the address listed above.

Record source categories:

The information is provided by the individual.

Exemptions claimed for the system:

None.

V8-01

System name:

V8-01 Industrial Personnel Security Clearance File.

System location:

Central Facility, Defense Investigative Service, Defense Industrial Security Clearance Office, P.O. Box 2499, Columbus, OH 43216-2499.

Remote terminal location - NSA DIRNSA OPS Bldg. 3 Room CIB 51, Fort Meade, MD 20755

Categories of individuals covered by the system:

Employees and major stockholders of government contractors and other DoD affiliated personnel who have been issued, now possess, are in, or have been in process for personnel security clearance eligibility determinations, security assurances or NATO clearance documents.

Categories of records in the system:

The automated portion may include individual's name and personal identifying information; date and level of security clearance granted; date and type of investigation and investigator agency or case number and location; sequential record of action; and information necessary to facilitate the security clearance process.

The manual portion may include the clearance application, copy of the investigation, record of clearance, foreign clearance and travel information; clearance processing information, adverse information and other internal and external correspondence and administrative memoranda relative to the clearance.

Authority for maintenance of the system:

DoD Directive 5015.2, September 17, 1980.

DoD Directive 5105.42 (Defense Investigative Service (DIS) July 19, 1978.

DoD Directive 5200.2, December 20, 1979.

Executive Order 10865, February 20, 1960.

Executive Order 10909, January 17, 1961.

Purpose(s):

Records serve as a central repository on the eligibility determination of industrial personnel for access to classified information. The file serves as an administrative record, current record, and repository for clearance related reports and information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See blanket routine uses at the beginning of this component's published systems notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are maintained in computer disk packs, magnetic tapes, and associated data processing files. Manual records are on microfiche, index cards, and hard copy paper records maintained in file folders.

Retrievability:

Records are accessed by Social Security Number; manual records may also be accessed by name.

Safeguards:

Specific codes are required to access the automated records. Manual records are housed in a secured area accessible only to properly screened individuals who have the need to know.

Retention and disposal:

Retention is based on the circumstances of the particular record. Automated records are retained 62 months following employment termination except DICR directed cases or cases involving a cleared person's death. These records are retained until the individual would have been 80 years old. Favorably manual records are destroyed upon issuance of the clearance. Records released in accordance with the privacy or FOIA act require at least a 2 year records maintenance. All cases which require adjudication are retained for 5 years from date of last clearance action. Destruction is accomplished by burning, shredding or other means which preclude reconstruction.

System manager(s) and address:

Defense Investigative Service, Deputy Director (Industrial Security), 1900 Half St., SW, Washington, D.C. 20324-1700.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Access to records may be obtained through the Defense Investigative Service, Office of Information and Public Affairs, 1900 Half St. SW, Washington, D.C. 203241-700, either in person or by mail. For written requests, full name, date and place of birth, and social security number are necessary for retrieval of information. More information may be required. Personal visits should be made to the Office of Information and Public Affairs at the address listed above. A check of personal identification will be required of all visitors making such inquiries.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Chief, Office of Information and Public Affairs at the address listed above.

Record source categories:

Categories of sources of records, subjects of investigations, records of other DoD activities and components, federal, state, county, and municipal records, employment records of private business and industrial firms, educational and disciplinary records of schools, colleges, universities, technical, and trade schools, hospital, clinic, and other medical records, records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals, transportation companies, (air lines, railroads, etc.).

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims, and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters, and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

Exemptions claimed for the system:

Under the provisions of 5 USC 552a(k)(5) of the Privacy Act of 1974, information contained in the records which would reveal the identity of the source who furnished information to the government under an implied or expressed promise of confidentiality is exempt from disclosure. This exemption will allow the collection of information from sources who would otherwise be unwilling to provide necessary information.

UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES

REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required to locate and retrieve the record.

BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established that are applicable to every record system maintained within the Department of Defense unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below only once in the interest of simplicity, economy and to avoid redundancy before the individual record system notices begin rather than repeating them in every individual record system.

ROUTINE USE-LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

ROUTINE USE-DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

ROUTINE USE-DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

ROUTINE USE-CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

ROUTINE USE-PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

ROUTINE USE-DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

ROUTINE USE-DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S. Code, Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

ROUTINE USE-DISCLOSURE TO THE DEPARTMENT OF JUSTICE FOR LITIGATION

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

ROUTINE USE-DISCLOSURE TO MILITARY BANKING FACILITIES OVERSEAS

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE GENERAL SERVICES ADMINISTRATION (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE OF INFORMATION TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

ROUTINE USE-DISCLOSURE TO THE MERIT SYSTEMS PROTECTION BOARD

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C 1205 and 1206, or as may be authorized by law.

ROUTINE USE-COUNTERINTELLIGENCE PURPOSES

A record from a system of records maintained by this component may be disclosed as a routine use outside the DoD or the U.S.

Government for the purpose of counterintelligence activities authorized by U.S. Law or Executive Order or for the purpose of enforcing laws which protect the national security of the United States.

WUSU01

System name:

Uniformed Services University of the Health Sciences (USUHS) Personnel Files.

System location:

Personnel record files will be maintained at the USUHS Civilian Personnel Directorate, and Directorate, Military Personnel, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799. Copies of SF 171's and curriculum vitae's of applicants and employees will be maintained in the Civilian Personnel Directorate by the Dean of the School of Medicine, and by the Department Chairperson, having a need for the information. Limited hardcopy information files are maintained at the USUHS Military Personnel office. A supplemental file consisting of summary data on each civilian employee will be stored in the computer at Bolling Air Force Base (AFB), Washington, D.C. 20332; for military personnel assigned to USUHS; at Waltirs' Center (WRAMC) Military Perso) Military Personnel office, National Naval Medical Center (NNMC) Military Personnel office, Andrews Air Force Base (AFB) consolidated base personnel office and at the Public Health Service (PHS) personnel office, Administrative Support Section, Parklawn Building, Rockville, MD 20850. Home phone numbers of key personnel will be provided to other key personnel, and those of students to other students on a need-to-know basis, and only with the express permission of the individual concerned, for an emergency call system. Biographical information on students to be maintained in the Military Personnel office.

Categories of individuals covered by the system:

Records will be maintained on all personnel assigned to USUHS full-time and part-time.

Categories of records in the system:

The type of information which will be maintained on employees is as follows: Identity and demographic information (e.g., Social Security Number (SSN), name, sex, address, birth date, minority status, etc.). Academic and experience background data consisting of: (1) Schools attended; (2) Degrees earned; (3) Work experience, awards, etc.; (4) Letters of reference, performance evaluations, etc.; (5) Time and attendance cards; and (6) Biographical data file.

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Purpose(s):

The system will consolidate into one standard system, personnel management on all assigned personnel from all military departments. The information kept will be used for documenting the work experience of applicants and USUHS personnel and for notification of key personnel in case of emergency during nonworking hours. It will also be used for management training and accountability of military personnel assigned to USUHS. Biographical data file will be used for providing background information on USUHS students to lecturers.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Material stored in file folders at USUHS, supported by automated copies of pertinent data of each employee's folder which are maintained on magnetic tape and disk at USUHS Civilian Personnel/Manpower Directorate, Bethesda, MD 20014.

Retrievability:

The system will be indexed by name and Social Security (SSN). Also, any combination of data in the file can be used to select individual data. Only Civilian Personnel/Directorate and Commandant and Director, Military personnel will be provided with the password that allows access to the data, and those individuals are authorized access to all data in the file. Records will be available to: The individual concerned; employees of USUHS on a need-to-know basis; other agencies of the Government to satisfy requests for routine reports.

Safeguards:

The automated system is operated by USUHS Civilian Personnel, Directorate Personnel, Military Personnel Directorate (for military files only), Commandant and Assistant Commandant,and only those personnel will be given the password and user identification information needed to access the computer system. Those persons are authorized access to need-to-know files only as determined by the Director of Military Personnel and Commandant. While the file is primarily indexed on Social Security Number (SSN), and name, any combination of fields and data within fields can be used to select the individual records. Only the Director, Military Personnel will have the ability to add, change, delete or reproduce a hard copy of any data in the military files.

Retention and disposal:

Indefinite files that are retained while the individual is employed and then retired.

System manager(s) and address:

The Director, Civilian Personnel, will be the custodian for Civilian Personnel files (business address 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799 telephone: (202) 295-3412)). The Director, Military Personnel will be the custodian for Military Personnel files (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799, telephone: (202) 295-3086)).

Notification procedure:

Inquiries regarding the personnel files should be directed to the System Manager.

Record access procedures:

Information on the procedures for gaining access to and contesting records will be furnished each employee by the Personnel Office upon entry into duty with USUHS.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in the file is furnished by the employees, supervisors and references supplied by the employees.

Exemptions claimed for the system:

None.

WUSU02

System name:

Uniformed Services University of the Health Sciences (USUHS) Payroll System.

System location:

Central files are maintained at Bolling Air Force Base Accounting and Finance Office, Civilian Pay Branch. Satellite file maintained at USUHS Administrative Office at 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Categories of individuals covered by the system:

All civilian personnel paid by the USUHS.

Categories of records in the system:

Information contained in the systems includes: Name, SSAN, Pay Grade, Number of Withholding Exemptions, Gross and Net Pay, Other Earnings and Leave Information (including Time and Attendance Records).

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Purpose(s):

To be used by USUHS officials and employees to produce data for budget purposes and as backup information for audits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The information will be stored as computer printout.

Retrievability:

The system will be indexed by name.

Safeguards:

The information will be available for personnel in the Civilian Personnel/Manpower Directorate of the USUHS or other personnel who have a demonstrated need to know, e.g., auditors, Congress, etc. The material will be stored in metal file containers.

Retention and disposal:

The records will be maintained for one year and then destroyed by burning.

System manager(s) and address:

The responsible official in the USUHS for the Civilian Pay System is the Director of Civilian Personnel/Manpower, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3379.

Notification procedure:

Any inquiries should be directed to the Civilian Personnel/Manpower Directorate at the above address.

Record access procedures:

Information may be accessed in person at the above address. Requests for change to the information must be made in writing at the above address.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Computerized pay records from Bolling Air Force Base Accounting and Finance Office.

Exemptions claimed for the system:

None.

WUSU03

System name:

Uniformed Services University of the Health Sciences (USUHS) Student Record System.

System location:

The file will be maintained in the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Supplemental files consisting of student evaluation forms, grades, and course examinations pertaining to their Department will be maintained in each department by department chairperson, as well as in the Registrar's office.

Categories of individuals covered by the system:

Records will be maintained on all students who matriculate to the University.

Categories of records in the system:

Grade reports and instructor evaluations of performance/achievement; transcripts summarizing by course title, grade, and credit hours; records of awards, honors, or distinctions earned by students; and data carried forward from the Applicant File System, which includes records containing personal data e.g., name, rank, Social Security Number (SSN), undergraduate school, academic degree(s), current addresses, course grades, and grade point average from undergraduate work and other information as furnished by non-Government agencies such as the American Medical College Admission Service which certifies all information prior to being submitted to the University.

Authority for maintenance of the system:

Pub. L. 92-426, Ch 104, Section 2114.

Purpose(s):

Data is used for recording internships, residencies, types of assignment and other career performance data on USUHS graduates; providing academic data to each student upon request, e.g., transcripts, individual course grades, grade point average, etc.; providing academic data within the Uniformed Services University of the Health Sciences for official use only purposes; and providing data to the respective Surgeon General when a specific and authorized need requires it.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Academic data may be provided to other educational institutions upon the written request of a student. For other external uses, see Uniformed Services University of the Health Sciences (USUHS) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders are stored at USUHS, supported by automated copies of subsets of each student's folder, which are maintained on magnetic tape and disk at the Office of the Registrar, USUHS.

Retrievability:

The system will be indexed by name and Social Security (SSN). Also, any combination of data can be used to select individual records. Only personnel in the Office of the Registrar will be with the password that allows access to the data, and those individuals are authorized access to all data in the file.

Safeguards:

The computer facility at the USUHS is operated by the Office of the Registrar. The tapes and hard copies of material are secured in government-approved security containers constructed of four-hour heat-resistant steel material. The physical location of the computer hardware, disks, and printer are located to the extreme rear of the room with access being blocked by a large counter staffed by two office personnel. All access to the computers in the office of the Registrar is via user identification and sign-on password. Computer software ensures that only properly identified users can access the Privacy Act files on this system. Passwords are changed semiannually, or upon departure of any person knowing the password.

Retention and disposal:

Records will be maintained permanently.

System manager(s) and address:

The Registrar, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Notification procedure:

Information may be obtained from: USUHS Registrar's Office 4301 Jones Bridge Road Bethesda, Maryland 20014 Telephone: 202-295-3197.

Record access procedures:

Requests to review individual student's records may be made by telephone or visit the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Written requests should include name, Social Security Number (SSN) and dates attended.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is furnished by instructor personnel, the individual concerned; the National Board of Medical Examiners; and the Applicant File System.

Exemptions claimed for the system:

None.

WUSU04

System name:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System.

System location:

A central applicant record file will be maintained at the USUHS, Admission Office, 4301 Jones Bridge Road, Bethesda, Maryland 20014. A supplemental file consisting of summary data on each applicant to be derived from data collected in the central file, will be stored on magnetic tape and maintained at the Pentagon Computer Center, Washington, D.C.

Categories of individuals covered by the system:

Records will be maintained on all individuals applying for admission.

Categories of records in the system:

Identity and demographic information (e.g., SSAN, name, sex, minority status, address, birth date, citizenship, etc.); Academic and aptitudinal background data consisting of: (1) Schools attended, (2) Degrees earned, (3) GPA for college and graduate work, (4) Course hours completed in college and graduate school, (5) Medical College Admission Test scores and percentiles; information regarding work experience, socio-economic background, hobbies, extracurricular involvements in college community/service activities, honors and awards achieved, and professional and/or societal contributions; Letter of references; biographies; personal statements (autobiographical in nature) service preference statement; interview evaluations; test results and personality inventory scores on instruments used to assess noncognitive potential and aptitude; official college transcripts and health data. Unsolicited information provided by applicants will also normally be retained when such information pertains to the matters described above.

Authority for maintenance of the system:

Pub. L. 92-426, Ch 104, Section 2114.

Purpose(s):

To be used by officials and personnel of the USUHS for selecting students and conducting studies of the selection process.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and magnetic tape.

Retrievability:

The central file will be indexed by name. The computer file will be sequenced by SSAN, with data retrievable by any single or combination of variables stored, e.g., sex, minority status, ranking by academic performance, ranking by test achievement, state of residence, college attended, etc.

Safeguards:

All material will be maintained in metal rotary files in a securable office; the satellite file on disks, securable stored at the Pentagon Computer Center.

Retention and disposal:

Records of applicants who matriculate to the school will be converted to students records and maintained permanently. Records of applicants who do not matriculate will be retained for five years and then destroyed by burning. Portions of the record may be retained on magnetic tape for longer periods.

System manager(s) and address:

The USUHS officer who will be responsible for the Applicant Record System is the Assistant Dean for Academic Support (business address: 4301 Jones Bridge Road, Bethesda, Maryland 22014).

Notification procedure:

Inquiries regarding the system should be directed to the Assistant Dean for Academic Support, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-3101.

Record access procedures:

Requests for access for an individual's file should be made by either writing or calling the Assistant Dean for Academic Support. For written requests the information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

The bulk of the information in the system will be furnished by the applicants. It will be either prepared by them personally, or submitted by other individuals/agencies in their behalf at their (the applicants') specific request. The remaining elements of the system, the data not furnished by the applicants, will consist of evaluative records prepared and developed by admissions personnel based on interviews, school administered tests, and analyses of applicant records.

Exemptions claimed for the system:

None.

WUSU05

System name:

USUHS Graduate and Continuing Medical Student Records.

System location:

Office of the Assistant Dean for Graduate and Continuing Education, Uniformed Services University of the Health Services (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814. Supplementary files, consisting of student evaluation forms, grades, and course examinations pertaining to their department, are maintained in each USUHS department by departmental chairpersons.

Categories of individuals covered by the system:

Records are maintained on all students who apply for or matriculate in the Graduate Education and Continuing Medical Education programs at the University.

Categories of records in the system:

Grade reports and instructor evaluations of performance/achievement; educational records listed by course title, grade, and credit hours; records of awards, honors, or distinctions earned by students; and data carried forward from the application, which includes records containing personal data, e.g., name, rank, social security number (SSN), undergraduate school, academic degree, current addresses, course grades, and grade point average from undergraduate work; letters of recommendation; and other information as furnished by non-government agencies such as the Educational Testing Service.

Authority for maintenance of the system:

Title 10, United States Code, Section 2114.

Purpose(s):

The system is used to: Record types of assignment, program participation and other student performance data and participation in continuing education programs; provide academic data to each student upon request (such as, individual course grades and grade point averages); provide academic data within the USUHS for official purposes; including use for studies of the academic process and provide data to the respective Department of Defense component Surgeon Generals when a specific and authorized need exists.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Academic data may be provided to other educational institutions upon the written request of a student. Also see blanket routine uses at the beginning of the USUHS listing of system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders are stored at Uniformed Services University of the Health Services (USUHS). These are supported by automated copies of subsets of each student's folder, which are maintained on magnetic tapes and disk at the Office of Computer Operations, USUHS, Bethesda, Maryland 20814.

Retrievability:

The system is indexed by name and social security number (SSN). Also, any combination of data in the file can be used to select individual records. Only personnel in the Office of the Assistant Dean for Graduate and Continuing Education, USUHS, with an official need for the data are provided with the password that allows access.

Safeguards:

The files are maintained in secured file cabinets located in a limited access area of the University. The computer hardware, disks, tapes and other materials are secured in locked cabinets in a controlled and guarded area. Computer access is via controlled dial-in and is password controlled. Passwords are changed semiannually, or upon the departure of any person knowing the password. The automated system is operated by Office of Computer Operations, USUHS, and only personnel with an official need to know are given the password and user identification information needed to access the computer system. While the file is primarily indexed by social security number (SSN) and name, any combination of fields and data can be used to select individual records.

Retention and disposal:

Records on disenrolled and nonselected individuals are maintained for three years. Records on matriculated students are maintained permanently.

System manager(s) and address:

The Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814.

Notification procedure:

Information may be obtained from: Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Telephone: 202/295-3106.

Record access procedures:

Requests to review individual students' records should be made in writing to the Office of the Assistant Dean for Graduate and Continuing Education, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Written requests must include name, social security number and dates of attendance or application.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR part 286b (See also OSD Administrative Instruction Number 81).

Record source categories:

Information is furnished by the individual concerned; instructor personnel; the Graduate Records Examination; the application for admission and registration material for continuing medical education courses; the applicable department; the USUHS Graduate Committee; and the Office of the Assistant Dean for Graduate and Continuing Education, USUHS.

Exemptions claimed for the system:

None.

WUSU06

System name:

USUHS Family Practice Medical Records.

System location:

Student Health Clinic, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814.

Categories of individuals covered by the system:

Records will be maintained on medical students, military retirees, military active duty personnel and their dependents.

Categories of records in the system:

Medical charts, results of laboratory tests, physical examinations, patients' medical histories.

Authority for maintenance of the system:

Title 10, United States Code, Sections 133, 1071 through 1087, 2114, 5031, and 8012 and Executive Order 9397.

Purpose(s):

Physicians and nurses use the medical charts in the diagnosis and treatment of patients and for studies of disease. Medical charts contain results of laboratory tests, medical examinations, and patients' medical histories. Medical clerks file, retrieve and keep the records up to date by adding new material when appropriate.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Medical records are stored in folders.

Retrievability:

Medical records are filed by Social Security Number.

Safeguards:

Records are maintained in metal file cabinets which are kept locked when not in use. The cabinets are stored in a controlled area.

Retention and disposal:

Files are retained until departure of patient; and then are given to the patient.

System manager(s) and address:

Chairman, Department of Family Practice, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814.

Notification procedure:

Records are maintained only on individuals who seek treatment. Contact system manager for notification procedures.

Record access procedures:

Information as to exact access procedures may be obtained from the System Manager. The rules for record access are in accordance with Air Force Regulation 168-4, 'Administration of Medical Activities, Patient Administration,' Chapter 12, 'Outpatient Records.'

Contesting record procedures:

The rules for contesting may be obtained from the System Manager. These rules are in accordance with Air Force Regulation 168-4, Chapter 12.

Record source categories:

Patient, doctors, other medical professionals and test results.

Exemptions claimed for the system:

None.

WUSU07

System name:

USUHS Grievance Records.

System location:

Civilian Personnel/Manpower Directorate, Uniformed Services University of the Health Science (USUHS), Department of Defense, Bethesda, Maryland 20814.

Categories of individuals covered by the system:

Current or former Federal employees who have submitted grievances in accordance with Title 5, United States Code Sections 2302 and 7121.

Categories of records in the system:

The system contains records relating to grievances filed by USUHS employees under 5 U.S.C. 2302 and 5 U.S.C. 7121. These case files contain all documents related to the alleged grievance, including statements of witnesses, reports of interviews and hearings, examiners findings and recommendations, a copy of the original and final decisions, and related correspondence and exhibits.

Authority for maintenance of the system:

Title 5, United States Code Sections 2302 and 7121.

Purpose(s):

This information is used by the USUHS in the creation and maintenance of records of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained and for related work force studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements is such that individuals could be identified by reference.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records and information in these records are used:

a. To disclose pertinent information to the appropriate Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, when there are indications of a violation or potential violation of civil law, criminal law or regulation.

b. To disclose information to any source from which additional information is requested in the course of processing a grievance, to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and identify the type of information requested.

c. To disclose information to a Federal agency, in response to its request, in connection with the hiring or retention of an employee; a security clearance; the conducting of a security or suitability investigation of an individual; the classifying of jobs; the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to requesting the Agency's decision on the matter.

d. To provide information to a Congressional office from the record of an individual, in response to a Congressional inquiry made at the request of that individual.

e. To disclose information to another Federal Agency or to a court when the Government is party to a judicial proceeding.

f. By the National Archives and Records Administration in records management inspections conducted under authority of Title 44 United States Code Section 2906.

g. To disclose information to officials of the Merit Systems Protection Board, including the Office of the Special Counsel; the Federal Labor Relations Authority; and the Equal Employment Opportunity Commission, when requested in conjunction with their official activities.

h. To disclose in response to a discovery motion or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

i. To provide information to officials of labor organizations reorganized under the Civil Service Reform Act when relevant and necessary to their duties, exclusive representation concerning personnel policies, practices, and matters affecting work conditions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders.

Retrievability:

These records are retrieved by the names of the individuals about whom the records are maintained.

Safeguards:

Records are maintained in locked file cabinets, with access restricted to authorized USUHS employees who have a demonstrated need-to-know.

Retention and disposal:

Records are disposed of three years after closing of the case. Disposal is by shredding or burning.

System manager(s) and address:

Director, Civilian Personnel/Manpower, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814. Telephone: 202/295-3195.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Information to access procedures may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR part 286b (See also OSD Administrative Instruction No. 81).

Record source categories:

Information in this system of records is obtained from:
a. The individual on whom the record is maintained.
b. Testimony of witnesses.
c. Agency officials, and
d. Related correspondence from organizations or persons.

Exemptions claimed for the system:

None.

WUSU08

System name:

USUHS Radiation Safety Training Records.

System location:

Department of Environmental Health and Occupational Safety, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799

Categories of individuals covered by the system:

Records will be maintained on University personnel who are assigned duties involving work with radioactive material, or whose duties may require them to frequently enter work areas in which radioactive materials are used or stored.

Categories of records in the system:

Information in the system includes name, department, name of principal investigator, authorization number, date of initial briefing, date of last training, and date dosimeter issued (if applicable)

Authority for maintenance of the system:

10 U.S.C. 2112; 10 CFR part 20; NAVMED P-5055, U.S. Nuclear Regulatory Commission (NRC) Materials License 19-23344-01.

Purpose(s):

The Radiation Safety Officer and his/her staff maintain the computer data base system. It is used to record information concerning the individual's training in radiation safety. This information is also transcribed for inclusion in the individuals dosimetry records. The Radiation Safety Committee of the University may review such records as are relevant to their determinations of an individual's qualification and/or expertise in using radioactive materials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be reviewed by U.S. Nuclear Regulatory Commission (NRC) as part of their on-going administration of the Materials License, and by the Radiation Safety Committee or the Radiation Safety Officer and his/her staff to review an individual's qualifications and/or expertise in conducting experiments using radioiodine compounds.

See also the existing 'blanket routine uses' set forth at the beginning of the Uniformed Services University of Health Sciences (USUHS) record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in the University's main computer.

Retrievability:

Records are accessed by name, department, or data fields.

Safeguards:

Records in the data base may be accessed only by EHS staff members who have been granted access to the University computer.

Retention and disposal:

Records are kept permanently on file.

System manager(s) and address:

Dosimetry Manager, Department of Environmental Health and Occupational Safety, Uniformed Services University of Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Notification procedure:

Inquiries regarding the records should be directed to the System Manager.

Record access procedures:

Information on the obtaining access to and contesting records will be furnished upon request by the System Manager.

Contesting record procedures:

Individuals may contest any information maintained in the record system by submitting their request in writing to the System Manager. The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in OSD Administrative Instruction No. 81 (32 CFR part 286b).

Record source categories:

Individual, previous employers, training attendance records.

Exemptions claimed for the system:

None.

WUSU09

System name:

USUHS Grants Managements Information System (Protocols/Grants).

System location:

The primary system will be located at Computer Operations, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799. Decentralized segments will be maintained by the department chairpersons of Anatomy, Anesthesiology, Biochemistry, Dermatology, Military Medicine, Family Practice, Medical Psychology, Medicine, Microbiology Surgery, Neurology, Obstetrics/Gynecology, Pathology, Pediatrics, Pharmacology, Physiology, Preventive Medicine and Biometrics, Psychiatry, and Radiology, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Categories of individuals covered by the system:

Research proposals of grant requestors; in addition research records will be maintained on military active duty, retired, their dependents, civilians, and volunteers who have signed an appropriate consent form for a particular research project(s).

Categories of records in the system:

Grant proposals and protocols; statistical data, results of laboratory experiments, research subjects' medical history including pathological results and standard behavioral tests.

Authority for maintenance of the system:

Pub. L. 92-426, CH. 104, Section 2113; 10 U.S.C. 2113

Purpose(s):

Research faculty and staff use the research records as a data base for the analysis of experimental data. Research records contain the results of laboratory experiments, research subjects' medical histories, and statistical data including pathological and standard behavorial tests, and are used as submission to research proposals. Summary statistics on the research records are maintained by faculty/staff and updated when appropriate. Study and summary statistics are published without individual identifiers, but in some instances the selection of elements is such that individuals could be identified by reference. This data is given to collaborators and is sometime used for clinical evaluation of the patient.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Uniformed Services University of the Health Science (USUHS) 'Blanket Routine Uses' set forth at the beginning of agency's listing of published record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Research records are stored in folders, on mainframe computer disks, and on microcomputer floppy disks.

Retrievability:

Research records may be retrieved by subject name, date experimental procedure occurred, date analysis of experiments was performed, experimental case number, collaborator name and a study name.

Safeguards:

Computer hardware, disks and folders are stored in a controlled area, and are accessible only by password, which is changed at random intervals.

Retention and disposal:

Records are retained until studies are completed or until no further information can be utilized from this material. However, all studies involving human volunteers will be maintained for five years. If the study involves a minor(s), the record will be kept until the individual is age 18 plus five years.

System manager(s) and address:

Director, Grants Management, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Notification procedure:

Inquiries regarding the records should be directed to the system manager.

Record access procedures:

Information as to exact procedure for gaining access may be obtained from the System Manager. Address requests to Record Administrator, Uniformed Services University of the Health Sciences (USUHS/Adm) 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing determinations by the individual concerned are contained in OSD Administrative Instruction No. 81 (32 CFR part 286b).

Record source categories:

Patients, normal subject volunteers, research collaborators and experimental results.

Exemptions claimed for the system:

None.

WUSU10

System name:

USUHS Thyroid Bioassy Records.

System location:

Department of Environmental Health and Occupational Safety, Uniformed Services University of Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Categories of individuals covered by the system:

Records will be maintained on laboratory workers who use radioiodine compounds.

Categories of records in the system:

Information in the system includes name, SSAN, department, date of bioassy, results of the individual's thyroid bioassy counts and the purpose for each assay.

Authority for maintenance of the system:

10 U.S.C. 2113; 10 CFR part 19; NAVMED P-5055, U.S. Nuclear Regulatory Commission (NRC) Materials License 19-23344-01.

Purpose(s):

The Radiation Safety Officer and his/her staff use the results in determining possible uptake of radioiodine compounds by the body resulting from overexposure to the compounds, and in detecting trends which mark the uptake and elimination by the body of such compounds. The results of each assay are also transcribed by Radiation Safety Personnel for inclusion on an addendum 41, 'Record of Exposure to Ionizing Rad to Ionizing Radiation.' The Radiation Safety Committee of the University may review such records as are relevant to their determinations of an individual's qualifications and/or expertise in conducting experiments using radioiodine compounds.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be reviewed by U.S. Nuclear Regulatory Commission (NRC) as part of their on-going administration of the Materials License, and by the Radiation Safety Committee or the Radiation Safety Officer and his/her staff to review an individual's qualifications and/or expertise in conducting experiments using radioiodine compounds.

See also the existing 'blanket routine uses' set forth at the beginning of the Uniformed Services University of Health Sciences (USUHS) record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on floppy diskettes.

Retrievability:

Records are accessed by Date of Assay, Name, SSN, or Department.

Safeguards:

Records are stored in a controlled area which is kept locked when not in use. Back-up copies of each diskette are stored in a locked file cabinet.

Retention and disposal:

Records diskettes are kept permanently on file. Records may be forwarded to new employer with written permission of the employee.

System manager(s) and address:

Dosimetry Manager, Department of Environmental Health and Occupational Safety, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Notification procedure:

Inquiries regarding the records should be directed to the System Manager.

Record access procedures:

Information on the procedure for gaining access to and contesting records will be furnished by the Radiation Safety Officer or the System Manager.

Contesting record procedures:

Individuals may contest any information maintained in the record system by submitting their request in writing to the System Manager. The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in OSD Administrative No. 81 (32 CFR part 286b).

Record source categories:

Individual and bioassay results.

Exemptions claimed for the system:

None.

WUSU11

System name:

USUHS Radiation Dosimetry Records.

System location:

Department of Environmental Health and Occupational Safety, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Categories of individuals covered by the system:

Records maintained on University personnel who are assigned duties in areas requiring the wearing of a radiation dosimeter.

Categories of records in the system:

Information in the system includes name, SSAN, department, dates of employment, results of dosimeter measurements for each measurement period, results of the individual's thyroid bioassays (if applicable), results of the individual's tritium bioassays (if applicable), records obtained from individual's previous work experience involving radioactive materials, and records of individual's training in radiation safety.

Authority for maintenance of the system:

10 U.S.C. 2112, 2113; 10 CFR part 19; 10 CFR part 20; NAVMED P-5055; U.S. Nuclear Regulatory Commission (NRC) Material License 19-23344-01.

Purpose(s):

The record system is used to record and file pertinent information, and used for determining possible exposure to radioactive materials in excess of allowable limits. The Radiation Safety Committee of the University may review such records as are relevant to their determinations of an individual's qualifications and/or expertise in using radioactive materials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be reviewed by U.S. Nuclear Regulatory Commission (NRC) as part of their on-going administration of the Materials License, and by the Radiation Safety Committee or the Radiation Safety Officer and his/her staff to review an individual's qualifications and/or expertise in conducting experiments using radioiodine compounds. Also see Uniformed Service University of the Health Sciences (USUHS) 'Blanket Routine Uses' set forth at the head of this agency's published record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders.

Retrievability:

Records are accessed by name, SSAN, or department.

Safeguards:

Records are stored in filing cabinets which are kept locked when not in use.

Retention and disposal:

Records are kept permanently on file. Upon termination of an individual's employment at the University, copies of the records are sent, with the employees written consent, to the gaining employer's Radiation Safety Officer.

System manager(s) and address:

Dosimetry Manager, Department of Environmental Health and Occupational Safety Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799.

Notification procedure:

Inquiries regarding the records should be directed to the System Manager.

Record access procedures:

Information on the procedures for gaining access to and contesting records will be furnished upon request from the the System Manager.

Contesting record procedures:

Individuals may contest any information maintained in the record system by submitting their request in writing to the System Manager. The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in OSD Administration Instruction No. 81 (32 CFR part 286b).

Record source categories:

Individual, previous employers, medical records, bioassay results.

Exemptions claimed for the system:

None.

WUSU12

System name:

USUHS Vehicle Administration Records.

System location:

Primary system - USUHS Computer Operations, Decentralized Segments - USUHS Parking Control Office.

Categories of individuals covered by the system:

All personnel assigned or visiting the University who park privately owned vehicles at the University, including personnel who participate in USUHS carpools.

Categories of records in the system:

Name of individual, office symbol, office phone, office room number, home address, working hours, map coordination of home address and USUHS Form 5004, 'Certificate of Compliance - Private Motor Vehicle Registration.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended; 10 U.S.C. 2112, 2113.

Purpose(s):

Used by USUHS Parking Control Office to monitor parking of eligible personnel at the University. The Computer Operations Center provides a printout to be used by the Parking Control Office of all potential carpool prospects.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

See Uniformed Services University of Health Sciences (USUHS) Blanket Routine Uses at the head of this Component's published record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Forms filed in hard copy, computer magnetic tapes, disks and paper printouts.

Retrievability:

Information is accessed and retrieved by name, home address map grid, permit number, tag number. The original request, USUHS Form 5004 is filed alphabetically by name.

Safeguards:

USUHS Form 5004 is filed in the Parking Control Office, and access is only on a need to know basis. The door is locked during non-duty hours. Computer data base in Computer Operations is stored in a controlled area. The computer terminal can only be accessed by use of closely held passwords by the Parking Control Office.

Retention and disposal:

Information is kept on assigned personnel and destroyed one year after they depart the University.

System manager(s) and address:

Chief, Support Services Division, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Notification procedure:

Inquiries regarding the records should be directed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to Chief, Support Services Division, Uniformed Services University, Department of Defense, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

USUHS Form 5004, 'Certificate of Compliance - Private Motor Vehicle Registration and Related Information Pertaining to Carpooling.

Exemptions claimed for the system:

None.

WUSU13

System name:

USUHS Civilian Employee Health Records.

System location:

Department of Environmental Health and Occupational Safety, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road , Bethesda, MD 20814-4799

Categories of individuals covered by the system:

Records maintained on University civilian personnel.

Categories of records in the system:

Information in the system includes name, SSAN, department, date of employment, physical examination results, medical test results, reports by physicians, nurses, and other medical personnel.

Authority for maintenance of the system:

10 U.S.C. 2112, 2113, 21 CFR part 1910, 10 CFR part 19, 10 CFR part 20, NAVMED P-5055. 2112, 2113.

Purpose(s):

To record and file pertinent information, and use the results in determining possible exposure to occupational hazards in excess of allowable limits. The Director, EHS, and the representatives may review such records as are necessary to correlate exposure data and physical examination results.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be reviewed by the Occupational Health Nurse and staff, the Director, EHS, and representative; and Occupational Safety and Health Administration (OSHA), to review an individual's possible exposure to occupational hazards in excess of allowable limits. See also Uniformed Services University of the Health Sciences (USUHS) Blanket Routine uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in medical records folders.

Retrievability:

Records are accessed by name, SSAN, or department.

Safeguards:

Records in the system may be accessed only by EHS staff members. The file cabinets are kept locked when not in use.

Retention and disposal:

Records are kept permanently on file. Upon termination of an individual's employment at the University, copies of the records are sent, with the employee's written consent, to the gaining employer, or given to the employees.

System manager(s) and address:

Occupational Health Nurse, Department of Environmental Health and Occupational Safety, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Notification procedure:

Inquiries regarding the records should be addressed to the System Manager.

Record access procedures:

Address request for access to the record to the System Manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in OSD Administrative Instruction No. 81 (32 CFR part 286b).

Record source categories:

Information contained in the file is furnished by the individual, previous employers, physicians, physical examination results.

Exemptions claimed for the system:

None.

WUSU14

System name:

USUHS Occupational Physical Examination Program.

System location:

Department of Environmental Health and Occupational Safety, Uniformed Services University of the Health Sciences, 4301 Jones Bridge Road, Bethesda, MD 20814-4799

Categories of individuals covered by the system:

Records will be maintained on University personnel who are assigned duties in areas requiring preplacement and/or occupational physical examinations.

Categories of records in the system:

Information in the system includes name, SSAN, department, date of employment, date of baseline physical examination, frequency of examination, date examinations due, special tests required, frequency of special tests, date of special tests, and date special tests due.

Authority for maintenance of the system:

10 U.S.C. 2112, 2113, 21 CFR part 1910, 10 CFR part 19, 10 CFR part 20, NAVMED P-5055.

Purpose(s):

The occupational health nurse and staff maintain the record system to record and file pertinent information and use the results in determining possible exposure to occupational hazards in excess of allowable limits. The Director, EHS, and representatives may review such records as are necessary to correlate exposure data and physical examination results.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records may be reviewed by the Occupational Health Nurse and staff, the Director, EHS, and representative; and the Office of Occupational Safety and Health Administration (OSHA) for the purpose of determining exposure to occupational health hazards. See also Uniformed Services University of Health Sciences (USUHS) Blanket Routine use at the beginning of this agency's published record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in the University's main computer system.

Retrievability:

Records are accessed by name, SSAN, department, or other data fields.

Safeguards:

Records in the data base may be accessed only by EHS staff members who have been granted access to the University computer.

Retention and disposal:

Records are kept permanently on file. Upon termination of an individual's employment at the University, copies of the records are sent, with the employee's written consent, to the gaining employer.

System manager(s) and address:

Occupational Health Nurse, Department of Environmental Health and Occupational Safety, Uniformed Services University of Health Sciences, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Notification procedure:

Inquiries regarding the records should be directed to the System Manager.

Record access procedures:

Information on the procedure for gaining access to and contesting records will be furnished upon request from the System Manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in OSD Administrative Instruction No. 81 (32 CFR part 286b).

Record source categories:

Individual, previous employers, medical records, physical examination results.

Exemptions claimed for the system:

None.

WUSU15

System name:

USUHS Security Status Master List.

System location:

Security Officer, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road , Bethesda, MD 20814-4799

Categories of individuals covered by the system:

All applicants for employment with USUHS; all military personnel assigned, detailed or attached to USUHS; all persons hired or serving in an advisory capacity to USUHS who require access to classified information.

Categories of records in the system:

Record contains type of investigation, date completed, file number, agency which conducted investigation, investigation, security clearance data information, name, SSAN, finger prints, date and place of birth, organizational assignment, dates interim and final clearances issued, position sensitivity and related data.

Authority for maintenance of the system:

10 U.S.C. 2112, 2113, 44 U.S.C. 2904, 3102; 5 U.S.C. 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 12356, 'National Security Information Material.'

Purpose(s):

To maintain and provide security clearance data to DoD contractors on USUHS employees assigned to or visiting a contract facility or visiting or applying for employment with another Federal agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records from this system of records may be disclosed to other Federal agencies for the purpose of asserting level of security clearance and background investigation data. Also see the blanket routine uses at the beginning of this components published system of records notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders maintained by the security officer.

Retrievability:

File folders are filed alphabetically, by last name of individual concerned for all USUHS personnel or by subject matter.

Safeguards:

Records are accessible only to those authorized personnel required to prepare, process, and type necessary documents; or to answer authorized inquiries for information contained therein. Records are stored in locked filing cabinets. After normal business hours the building is protected by the USUHS guard force.

Retention and disposal:

Records are destroyed two years after separation from the agency.

System manager(s) and address:

Security Officer (USUHS/SSD), 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Notification procedure:

Information may be obtained from Records Administrator, Uniformed Services University of the Health Sciences (USUHS/ADM), 4301 Jones Bridge Road, Bethesda, MD 20814-4799, telephone: (202) 295-3004.

Record access procedures:

Request from individual should be addressed to Records Administrator, Uniformed Services University of the Health Sciences (USUHS/ADM), 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Written requests for information should contain full name of the individual, current address and telephone number and current business address.

For personal inspections of records, the individual should be able to provide acceptable identification, that is, drivers license or employing office's identification card.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned are contained in 32 CFR part 286b, and OSD Administrative Instruction No. 81.

Record source categories:

Information is furnished by the individual concerned; application for employment; or assignment, and reports of investigation by Federal investigative agencies.

Exemptions claimed for the system:

None.

WUSU16

System name:

USUHS Home Town News Release Background Data File.

System location:

USUHS, Office of University and Public Affairs, 4301 Jones Bridge Road , Bethesda, MD 20814-4799

Categories of individuals covered by the system:

All Army, Navy, Air Force and U.S. Public Health Service active duty personnel who have entered or graduated from the University's medical school or graduate study programs, who have been awarded a medal or decoration, or who otherwise have participated in a newsworthy event.

Categories of records in the system:

Biographical information including, but not limited to name, current grade, SSAN, marital status, local address, name and address of parents, educational background and military history, and photographs.

Authority for maintenance of the system:

10 U.S.C. 2113.

Purpose(s):

Preparation of news releases for distribution to newspapers across the United States.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records from this system of records may be disclosed for any, of the blanket routine uses published at the beginning of this component's published record system notices. Information from this system of records may also be disclosed to the media as part of news releases.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in locked cabinets, and the office is locked during non-duty hours.

Retrievability:

Records are accessed by name and SSAN.

Safeguards:

Records are accessed only by person(s) responsible for servicing the records system in performance of their official duties.

Retention and disposal:

Information on students is kept from the beginning of freshman year until 90 days after graduation and then destroyed. The University and Public Affairs office keep no information on medal or decoration awardees, as the original home-town newspaper release form is sent to the services' news centers and no copies are retained.

System manager(s) and address:

Director of Public Affairs, USUHS, Office of University and Public Affairs, 4301 Jones Bridge Road, Room A1045, Bethesda, MD 20814-4799, telephone (202) 295-3049.

Notification procedure:

Inquiries regarding the records should be directed to the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager, Office of University and Public Affairs, Uniformed Services University, 4301 Jones Bridge Road, Room: A1045, Bethesda, MD 20814-4799.

Contesting record procedures:

The rules for access to records and for contesting and appealing initial determination by the individual concerned are contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is obtained from the individual.

Exemptions claimed for the system:

None.

WUSU17

System name:

Accounts Receivable Records.

System location:

Uniformed Services University of the Health Sciences, Financial Management Directorate, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351.

Categories of individuals covered by the system:

Active duty and retired military personnel, USUHS civilians, present and former employees, contracting officers and representatives, dependents of military personnel, foreign nationals residing in the United States and other individuals who may be indebted to the Uniformed Services University of the Health Sciences or the U.S. Government.

Categories of records in the system:

The records maintained by the system include, but are not limited to, documentation pertaining to telephone billing, check issue discrepancies, dishonored checks, reports of surveys, freight losses in shipments, involuntary collections, erroneous payments, property losses and damages, loss of funds, Government losses in shipments, set-off of final pay, travel advances.

Authority for maintenance of the system:

5. U.S.C. 5512-5514, Withholding Pay; 31 U.S.C. 71, Public Accounts to be settled in the General Accounting Office; 37 U.S.C. 1007 (B, E, F, G) Deductions from pay; 40 U.S.C. Chapter 15, Government Losses in Shipment; 49 U.S.C. 1, Transportation.

Debt Collection Act of 1982 (Pub. L. 97-365); 5 U.S.C. 552a(b)(12); 10 U.S.C. 2774; 15 U.S.C. 1681a(f); Federal Claims Collection Act of 1966 31 U.S.C. 952(d); 31 U.S.C. 3711; E.O. 9397.

Purpose(s):

To process, monitor, and post-audit accounts receivable. To administer the Federal Claims Collection Act of 1966 and the Debt Collection Act of 1982 and to answer inquiries pertaining thereto.

The information is used for credit investigations and for the determination of tax liabilities as well as Administration of Veterans benefits.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The disclosures of information from the record system includes, but is not limited to, credit bureaus for credit investigations and to private collection agencies for the purpose of credit information and for obtaining credit reports or skip traces. To the Internal Revenue Service for the determination of tax liabilities, Veterans Administration for administration of laws pertaining to veterans benefits and correspondence with all of the above and the dependents and survivors. To any Federal creditor agency with a valid claim against any current or former employee of the USUHS for the purpose of resolving any claims under the Debt Collection Act of 1982. To the Department of Treasury/Internal Revenue Service for the purpose of obtaining locator status for delinquent accounts receivable, and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age, and for the purpose of offset, either administrative or salary. To the Department of Justice/U.S. Attorneys for legal action and/or final disposition of debt claims. For offsets, both to collect and to repay.

Disclosure to consumer reporting agencies:

To consumer reporting agencies pursuant to 5 U.S.C. 552a(b)(12) as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)). See also the blanket routine uses set forth at the beginning of the USUHS' record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders, notebooks, binders or visible file binders, cabinets, card files and on computer disks and magnetic tapes.

Retrievability:

Records are accessed by name and Social Security Number, (SSAN).

Safeguards:

Records are accessed by custodian of record system and by personnel responsible for servicing the record system in performance of their official duties who are properly screened and cleared for the need to know. Records are stored in security file containers, cabinets or locked cabinets or rooms, protected by guards and controlled by screened personnel. In addition, there are passwords and security systems as part of the software to prevent unauthorized access.

Retention and disposal:

Retention is up to six years or until discrepancies are cleared. Destruction is completed by tearing, shredding, pulping, macerating or burning.

System manager(s) and address:

Director, Financial Management, USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone (202) 295-3351.

Notification procedure:

Information as to whether or not the record system contains information on an individual may be obtained from USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351.

Record access procedures:

Requests from individuals should be addressed to USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351. Information pertaining to geographically disbursed elements of the record system may be obtained from the documentation managers at the applicable USUHS component. The requestor should be able to provide sufficient information of identity, such as name, Social Security Number, place of employment or other information that may be verified by the record itself.

Contesting record procedures:

The USUHS rules for access to records and for the contesting and appealing of initial determinations by the individual concerned may be obtained from the System Manager, as contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Sources include, but are not limited to, information obtained from automatic system interfaces, corporations and from source documents such as reports, contractors, vendors, claimants, trustees, assignees, USUHS and other Department of Defense components, carriers, General Accounting Office, Comptroller General, Veterans Administration, Federal creditor agencies and consumer reporting agencies.

Exemptions claimed for the system:

None.

WUSU18

System name:

Accounts Payable Records.

System location:

Uniformed Services University of the Health Sciences, Financial Management Directorate, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799; telephone number (202) 295-3351.

Categories of individuals covered by the system:

Individuals who have money owed to them by USUHS or who have performed official functions resulting in a valid debt payable by USUHS to a third party. Such individuals include contractors, military and civilian personnel and their dependents, assignees, trustees, guardians and survivors.

Categories of records in the system:

The records maintained by the system include, but are not limited to, contracts, purchase orders, blanket purchase agreements, temporary duty and permanent change of station, transportation requests, government bills of lading, compensation claims, correspondence with creditors, dependents of military personnel and civilian employees.

Authority for maintenance of the system:

31 USC 3326, Receipts, Retention and Disbursement of Public Funds; 3325, 3528, and 3529, Travel and Transportation Allowance, Dependents, Baggage and Household Effects; 3322, Disbursing Officers; 37 USC 404, Travel and Transportation Allowances; General; 406, Disbursing Officers.

Purpose(s):

Records are used to support payments to creditors who may include military personnel and civilian employees, their dependents, survivors, guardians and trustees, contractors, vendors and assignees.

Data is also used for matters pertaining to taxation, welfare, criminal and civil litigations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When authorized, records may be disclosed to creditors, dependents, claimants, Internal Revenue Service for tax purposes including assessments, levy actions, employer/employee Social Security taxes. To the Social Security Administration and the Veterans Administration for the verification of claims and the eligibility for benefits administered by such agencies, and to state and local authorities for matters pertaining to taxation, welfare, criminal and civil litigations, within the jurisdiction of such authorities.

See also the published blanket routine uses set forth at the beginning of the USUHS' listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, visible file binders/cabinets, card files, computer and computer output products, magnetic cards and disks and microform.

Retrievability:

Access by name and Social Security Number, (SSAN).

Safeguards:

Records are accessed by person(s) responsible for the servicing of the record system in performance of their official duties who are properly screened and cleared for a need to know. Records are stored in security file containers, cabinets, safes, vaults, or locked cabinets and rooms. Records are controlled by personnel screening and by computer security software in machine- readable records.

Retention and disposal:

Retention periods of various types of documents vary from 1 month to 6 years. Some records are destroyed by USUHS by tearing, shredding, pulping, macerating or burning. Others are retired to the Denver Federal Archives and Record Center and destroyed after various retention periods.

System manager(s) and address:

Director, Financial Management Directorate, USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351.

Notification procedure:

Information as to whether or not the record system contains information on an individual may be obtained from USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351.

Record access procedures:

Requests from individuals should be addressed to USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351. Information pertaining to geographically disbursed elements of the record system may be obtained from the documentation manager at the applicable USUHS component. The requestor should be able to provide sufficient proof of identity, such as name, Social Security Number, service number, military status, duty station or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The USUHS rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager, as contained in 32 CFR part 286b and OSD Administrative Instruction No. 81.

Record source categories:

Sources include, but are not limited to, information obtained from automatic system interfaces, corporations and from source documents such as reports, contractors, vendors, claimants, trustees, assignees, USUHS and other Department of Defense components, carriers, General Accounting Office, Comptroller General and Veterans Administration.

Exemptions claimed for the system:

None.

WUSU19

System name:

Travel Records.

System location:

Uniformed Services University of the Health Sciences, Financial Management Directorate, 4301 Jones Bridge Road, Bethesda, Maryland 20814-4799; telephone number (202) 295-3351.

Categories of individuals covered by the system:

Active duty and retired military personnel, USUHS civilian present and former employees, dependents of military personnel, other individuals in receipt of competent travel orders.

Categories of records in the system:

The records maintained by the system include, but are not limited to, travel vouchers and subvouchers, travel allowance payment list, travel voucher and subvoucher continuation sheets, certificate of nonavailability of government quarters and mess, multi-travel payment list, travel payment record, request for fiscal information concerning transportation requests, bills of lading, public voucher for fees and mileage and claims for reimbursement for expenditures on official business and related correspondence.

Authority for maintenance of the system:

37 USC 404-412, Travel and Transportation Allowances; 5 USC 2105, Employees 5561; Definitions; 5564, Travel and Transportation; 5701-5708, Travel and Subsistence Expenses; 5721-5730, Travel and Transportation Expenses.

Purpose(s):

Records are established and used for accountability, auditing and settlement of travel claims.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To the Internal Revenue Service, for the purpose of recording information concerning payment of travel allowances which are subject to Federal Income Tax. See also the published blanket routine uses set forth at the beginning of the USUHS' listing of record system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders, notebooks, binders, visual file binders and cabinets, card files and on computer magnetic tape, disk and printouts.

Retrievability:

Access is by name and Social Security Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system and by persons responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers, cabinets, safes, vaults or locked cabinets and rooms. Records are controlled by personnel screening and by computer security software in machine-readable records.

Retention and disposal:

The original voucher and related supporting documents are stored at the Air Force Accounting and Finance Center, Denver, Colorado, for eighteen months and then moved to the Denver Federal Archives and Record Center for four years and nine months after which they are shredded. A copy of the original voucher and related supporting documents are maintained by the Financial Management Directorate for six years and then destroyed by burning, shredding, tearing, mulchinm cerating. Permanent history tapes cohistory tapes contain individual data for six years from the transfer date.

System manager(s) and address:

Director, Financial Management Directorate, USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351.

Notification procedure:

Information as to whether or not the record system contains information on an individual may be obtained from USUHS/FMG, 4301 Jones Bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351.

Record access procedures:

The request from an individual should be addressed to USUHS/FMG, 4301 Jones bridge Road, Bethesda, MD 20814-4799; telephone number (202) 295-3351. Information pertaining to geographically disbursed elements of the record system may be obtained from the documentation manager at the applicable USUHS component. Requesters should be able to provide sufficient proof of identity such as name, Social Security Number, office location, place of employment and specify the accounting disbursing number, voucher number, date of voucher and other information verifiable in the record itself.

Contesting record procedures:

The USUHS rules for access to records and contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Sources include, but are not limited to, information obtained from automatic system interfaces, corporations and from source documents such as reports, contractors, vendors, claimants, trustees, assignees, USUHS and other Department of Defense components, carriers, General Accounting Office, Comptroller General and Veterans Administration.

Exemptions claimed for the system:

None.

Title 32-National Defense

Subtitle A-Department of Defense

Chapter I-Office of the Secretary of Defense

PART 286a—DOD PRIVACY PROGRAM

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Authority: Privacy Act of 1974, Pub. L. 93–579, 88 Stat. 1896 (5 U.S.C. 552a).

Source:51 FR 2364, Jan. 16, 1986.

Subpart A—General Provisions

§ 286a.1 Reissuance and purpose.

(a) This part is reissued to consolidate into a single document (32 CFR Part 286a) Department of Defense (DoD) policies and procedures for implementing the Privacy Act of 1974, as amended (5 U.S.C. 522a,) by authorizing the development, publication and maintenance of the DoD Privacy Program set forth by DoD Directive 5400.11, June 9, 1982, and 5400.11–R, August 31, 1983, both entitled: "Department of the Defense Privacy Program."

(b) Its purpose is to delegate authorities and assign responsibilities for the administration of the DoD Privacy Program and to prescribe uniform procedures for DoD Components consistent with DoD 5025.1–M, "Directives Systems Procedures," April 1981.

§ 286a.2 Applicability and scope.

(a) The provisions of this part apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to collectively as "DoD Components"). This part is mandatory for use by all DoD Components. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their Components. Such instructions will not conflict with the provisions of this part.

(b) The DoD Privacy Program is applicable, but not limited, to the following DoD Components:

(1) Office of the Secretary of Defense and its field activities;

(2) Department of the Army;

(3) Department of the Navy;

(4) Department of the Air Force;

(5) U.S. Marine Corps;

(6) Organization of the Joint Chiefs of Staff;

(7) Unified and Specified Commands;

(8) Office of the Inspector General, DoD;

(9) Defense Advanced Research Projects Agency;

(10) Defense Communications Agency;

(11) Defense Contract Audit Agency;

(12) Defense Intelligence Agency;

(13) Defense Investigative Service;

(14) Defense Logistics Agency;

(15) Defense Mapping Agency;

(16) Defense Nuclear Agency;

(17) Defense Security Assistance Agency;

(18) National Security Agency/Central Security Service;

(19) Uniformed Services University of the Health Sciences.

(c) The provisions of this part shall be made applicable by contract or other legally binding action to U.S. Government contractors whenever a DoD contract is let for the operation of a system of records. For purposes of liability under the Privacy Act of 1974 (5 U.S.C. 552a) the employees of the contractor are considered employees of the contracting DoD Component. See also § 286a.12.

(d) This part does not apply to:

(1) Requests for information from records maintained by the National Security Agency pursuant to Pub. L. 86–36, "National Security Information Exemption," May 29, 1959, and Pub. L. 88–290, "Personnel Security Procedures in the National Security Agency," March 26, 1964. All other systems of records maintained by the Agency are subject to the provisions of this part.

(2) Requests for information from systems of records controlled by the Office of Personnel Management (OPM), although maintained by a DoD Component. These are processed under the applicable parts of the OPM's Federal Personnel Manual (5 CFR Part 297).

(3) Requests for personal information from the General Accounting Office (GAO). These are processed in accordance with DoD Directive 7650.1, "General Accounting Office Access to Records," August 26, 1982.

(4) Requests for personal information from Congress. These are processed in accordance with DoD Directive 5400.4, "Provisions of Information to Congress," January 30, 1978, except for those specific provisions in Subpart E—Disclosure of Personal Information to Other Agencies and Third Parties.

(5) Requests for information made under the Freedom of Information Act (5 U.S.C. 552). These are processed in accordance with "DoD Freedom of Information Act Program" (32 CFR Part 286).

§ 286a.3 Definitions.

Access. The review of a record or a copy of a record or parts thereof in a system of records by any individual (see also paragraph (h) of this section).

Agency. For the purposes of disclosing records subject to the Privacy Act among DoD Components, the Department of Defense is considered a single agency. For all other purposes to include applications for access and amendment, denial of access or amendment, appeals from denials, and record keeping as regards release to non-DoD agencies; each DoD Component is considered an agency within the meaning of the Privacy Act.

Confidential source. A person or organization who has furnished information to the federal government under an express promise that the person's or the organization's identity will be held in confidence or under an implied promise of such confidentialness if this implied promise was made before September 27, 1975.

Disclosure. The transfer of any personal information from a system of records by any means of communication (such as oral, written, electronic, mechanical, or actual review) to any person, private entity, or government agency, other than the subject of the record, the subject's designated agent or the subject's legal guardian.

Individual. A living citizen of the United States or an alien lawfully admitted to the United States for permanent residence. The legal guardian of an individual has the same rights as the individual and may act on his or her behalf. All members of U.S. Armed Forces are considered individuals for Privacy Act purposes. No rights are vested in the representative of a dead person under this part and the term "individual" does not embrace an individual acting in an interpersonal capacity, for example, sole proprietorship or partnership.

Individual access. Access to information pertaining to the individual by the individual or his designated agent or legal guardian.

Law Enforcement Activity. Any activity engaged in the enforcement of criminal laws, including efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities.

Maintain. Includes maintain, collect, use or disseminate.

Official use. Within the context of this part, this term is used when officials and employees of a DoD Component have a demonstrated need for the use of any record or the information contained therein in the performance of their official duties, subject to the "DoD Information Security Program Regulation": (32 CFR Part 159).

Personal information. Information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official functions or public life.

Privacy Act. The Privacy Act of 1974, as amended (5 U.S.C. 552a).

Privacy Act request. A request from an individual for notification as to the existence of, access to, or amendment of records pertaining to that individual. These records must be maintained in a system of records.

Member of the public. Any individual or party acting in a private capacity to include federal employees or military personnel.

Record. Any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, the individual's education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

Risk assessment. An analysis considering information sensitivity, vulnerabilities, and the cost to a computer facility or word processing activity in safeguarding personal information processed or stored in the facility or activity.

Routine use. The disclosure of a record outside the Department of Defense for a use that is compatible with the purpose for which the information was collected and maintained by the Department of Defense. The routine use must be included in the published system notice for the system of records involved.

Statistical record. A record maintained only for statistical research or reporting purposes and not used in whole or in part in making determinations about specific individuals.

System of records. A group of records under the control of a DoD Component from which information is retrieved by the individual's name or by some identifying number, symbol, or other identifying particular assigned to the individual. System notices for all Privacy Act systems of records must be published in the **Federal Register.**

Word processing system. A combination of equipment employing automated technology, systematic procedures, and trained personnel for the primary purpose of manipulating human thoughts and verbal or written or graphic presentations intended to communicate verbally or visually with another individual.

Word processing equipment. Any combination of electronic hardware and computer software integrated in a variety of forms (firmware, programmable software, handwiring, or similar equipment) that permits the processing of textual data. Generally, the equipment contains a device to receive information, a computer-like processor with various capabilities to manipulate the information, a storage medium, and an output device.

§ 286a.4 Policy.

(a) *General Policy.* It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DoD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable.

(b) *Permit individual access and amendment.* Individuals are permitted:

(1) To determine what records pertaining to them are being collected, maintained, used, or disseminated.

(2) To gain access to the information pertaining to them maintained in any system of records, and to correct or amend that information.

(3) To obtain an accounting of all disclosures of the information pertaining to them except when disclosures are made to:

(i) DoD personnel in the course of their official duties;

(ii) Under the "DoD Freedom of Information Act Program" (32 CFR Part 286);

(iii) To another agency or to an instrumentality of any governmental jurisdiction within or under control of the United States for civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the DoD activity which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought.

(4) To appeal any refusal to grant access to or amend any record pertaining to them, and to file a statement of disagreement with the record in the event amendment is refused.

(c) *Limit collection, maintenance, use, and dissemination of personal information.* DoD Components are required:

(1) To collect, maintain, use, and disseminate personal information only when it is relevant and necessary to achieve a purpose required by statute or Executive Order.

(2) To collect personal information directly from the individual to whom it pertains to the greatest extent practical.

(3) To inform individuals who are asked to supply personal information for inclusion in any system of records:

(i) The authority for the solicitation;

(ii) Whether furnishing the information is mandatory or voluntary;

(iii) The intended uses of the information;

(iv) The routine disclosures of the information that may be made outside the Department of Defense; and

(v) The effect on the individual of not providing all or any part of the requested information.

(4) To ensure that all records used in making determinations about individuals are accurate, relevant, timely, and complete.

(5) To make reasonable efforts to ensure that records containing personal information are accurate, relevant, timely, and complete for the purposes for which the record is being maintained before making them available to any recipients outside the Department of Defense, other than a federal agency, unless the disclosure is made under 32 CFR Part 286.

(6) To keep no record that describes how individuals exercise their rights guaranteed by the First Amendment of the U.S. Constitution, unless expressly authorized by statute or by the individual to whom the records pertains, or the record is pertinent to and within the scope of an authorized law enforcement activity.

(7) To make reasonable efforts, when appropriate, to notify individuals whenever records pertaining to them are made available under compulsory legal process, if such process is a matter of public record.

(8) To establish safeguards to ensure the security of personal information and to protect this information from threats or hazards that might result in substantial harm, embarrassment, inconvenience, or unfairness to the individual.

(9) To establish rules of conduct for DoD personnel involved in the design, development, operation, or maintenance of any system of records and to train them in these rules of conduct.

(d) *Required public notice and publication.* DoD Components are required to publish in the **Federal Register**:

(1) A notice of the existence and character of every system of records maintained.

(2) A notice of the establishment of any new or revised system of records.

(3) At least 30 days before adoption, advance notice for public comment of any new or intended changes to the routine uses of the information in existing system of records including the categories of users and the purposes of such use.

(e) *Permit exempting eligible systems of records.* DoD Components may exempt from certain specific provisions of the Privacy Act (5 U.S.C. 552a) eligible systems of records, but only when there is an important public purpose to be served and specific statutory for the exemption exists.

(f) *May require annual and other reports.* DoD Components shall furnish the Privacy Office that information required to complete any reports required by the Office of Management and Budget or other authorities.

§ 286a.5 Organization.

(a) *Defense Privacy Board.* Membership of the board shall consist of the Executive Secretary and representatives designated by the Secretaries of the Military Departments; the Assistant Secretary of Defense (Comptroller) (whose designee shall serve as chairman); the Assistant Secretary of Defense (Force Management and Personnel); the General Counsel, Department of Defense; and the Director, Defense Logistics Agency;

(b) *The Defense Privacy Office.* The office shall consist of a Director, who shall also function as the Executive Secretary of the Defense Privacy Board, and his staff.

(c) *The Defense Privacy Board Legal Committee.* The committee shall be composed of a legal counsel from each of the DoD Components represented on the DoD Privacy Board. The legal counsels shall be appointed by the Executive Secretary in coordination with the Secretaries of the Military Department or the head of the appropriate DoD Components. Other DoD legal counsels may be appointed by the Executive Secretary, after coordination with the appropriate representative of the DoD Component concerned, to serve on the committee.

§ 286a.6 Responsibilities.

(a) *The Assistant Secretary of Defense (Comptroller) (ASD(C)),* or his designee, the *Deputy Assistant Secretary of Defense (Administration) (DASD(A)),* shall:

(1) Direct and administer the DoD Privacy Program.

(2) Develop and maintain DoD Directive 5400.11 and DoD Regulation 5400.11–R (32 CFR Part 286a) consistent with DoD 5025.1–M and other guidance, to ensure timely and uniform implementation of the DoD Privacy Program.

(3) Serve as chairman of the Defense Privacy Board.

(b) *Chairman and members of the Defense Privacy Board* shall:

(1) Serve as the principal policymakers for the DoD Privacy Program and the focal point for implementation of this part.

(2) Ensure that all DoD Components actively participate in establishing policies, procedures, and practices in carrying out the DoD Privacy Program.

(c) *Director, Defense Privacy Office,* shall:

(1) Serve as Executive Secretary and a Member of the Defense Privacy Board.

(2) Monitor implementation of the DoD Privacy Program for the Defense Privacy Board.

(3) Serve as the focal point for the coordination of Privacy Act matters with the Defense Privacy Board; the Defense Privacy Board Legal Committee; the Office of Management and Budget; the General Accounting Office; the Office of the Federal Register, in conjunction with the OSD Federal Register Liaison Officer, and other federal agencies, as required;

(4) Develop and maintain the DoD Privacy Program, DoD Directive 5400.11 and DoD 5400.11–R (32 CFR Part 286a) consistent with DoD 5025.1–M.

(5) Review DoD Component instructions and related issuances

pertaining to the DoD Privacy Program and provide overall guidance to avoid conflict with DoD Privacy Program policy and procedures.

(6) Supervise the implementation of the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401 *et seq.*); DoD Directive 5400.12, "Obtaining Information from Financial Institutions" (32 CFR Part 294) and any other legislation that impacts directly on individual privacy.

(7) In conjunction with the Office of the Assistant Secretary of Defense (Force Management and Personnel), the Office of the General Counsel, DoD; and other DoD Components:

(i) Ensure that training programs regarding DoD Privacy Program policies and procedures are established for all DoD personnel whose duties involve design, development, operation, and maintenance of any system of records.

(ii) Coordinate on all DoD personnel policies that may affect the DoD Privacy Program.

(8) In conjuction with the Office of the Deputy Assistant Secretary of Defense (Management Systems), Office of the ASD(C), and other DoD Components, ensure that:

(i) All information requirements developed to collect or maintain personal data conform with DoD Privacy Program standards;

(ii) Procedures are developed to protect personal information while it is being processed or stored in automated data processing or word processing centers.

(9) In conjuction with the Office of the ASD (FM&P), the Defense Manpower Data Center (Defense Logistics Agency), and other DoD Components, ensure that procedures developed to collect or maintain personal data for research purposes conform both to the requirements of the research and DoD Privacy Program standards.

(d) *Members of Defense Privacy Board Legal Committee* shall:

(1) Consider legal questions referred to it by the Board regarding the application of the Privacy Act (5 U.S.C. 552a); DoD Directive 5400.11; and DoD 5400.11–R, (this part) and the implementation of the DoD Privacy Program.

(2) Render advisory opinions to the DoD Privacy Board, subject to approval by the General Counsel, Department of Defense.

(e) The *General Counsel, Department of Defense,* shall:

(1) Review the advisory opinions of the Defense Privacy Board Legal Committee to ensure uniformity in legal positions and interpretations rendered.

(2) Be the final approving authority on all advisory legal opinions rendered by the Defense Privacy Board or the Defense Privacy Board Legal Committee regarding the Privacy Act (5 U.S.C. 552a) or its implementation.

(f) The *Head of Each DoD Component* shall implement the DoD Privacy Program by carrying out the specific responsibilities set forth in § 286a.4(c) and shall:

(1) Establish an active program to implement the DoD Privacy Program.

(2) Provide adequate funds and personnel to support the Privacy Program.

(3) Designate a senior official to serve as the principal point of contact for DoD Privacy matters and to monitor compliance with the program.

(4) Ensure that DoD Privacy Program compliance is reviewed during the internal inspections conducted by Inspectors General or equivalent inspectors.

(5) Ensure that the DoD Component head, a designee, or an appellant reviews all appeals from denials or refusals by Component officials to amend personal records.

(6) Establish rules of conduct to ensure that:

(i) Only personal information that is relevant and necessary to achieve a purpose required by statute or Executive Order is collected, maintained, used or disseminated.

(ii) Personal information is collected to the greatest extent practicable directly from the individual to whom it pertains.

(iii) No records are maintained describing how individuals exercise their rights guaranteed by the First Amendment to the U.S. Constitution unless expressly authorized by statute or the individual to whom they pertain or unless the records pertain to and are within the scope of an authorized law enforcement activity.

(iv) Individuals are granted access to records which pertain to them in systems of records unless the system has been exempted from the access provisions of the Privacy Act (5 U.S.C. 552a).

(v) No system of records subject to the Privacy Act (5 U.S.C. 552a) is maintained, used, or disseminated without prior publication of a system notice in the **Federal Register**.

(vi) All personal information contained in any system of records is safeguarded against unwarranted and unauthorized disclosure.

(vii) Procedures are established that permit an individual to seek the correction or amendment of any record in a system of records pertaining to the individual unless system of records has been exempted from the amendment procedures of the Privacy Act (5 U.S.C. 552a).

(viii) All personnel whose duties involve design, development, operation, and maintenance of any system of records are trained in the rules of conduct established.

(ix) Assist, upon request, the Defense Privacy Board on matters of special interest.

(g) The *System Manager* for any system of records shall:

(1) Ensure that all personnel who either have access to the system of record or who are engaged in developing or supervising procedures for handling records in the system of records are aware of their responsibilities for protecting personal information established by the DoD Privacy Program.

(2) Prepare promptly any required new, amended, or altered system notices for the system of records and submit them through channels for publication in the **Federal Register**.

(3) Notify all Automated Data Processing (ADP) or word processing managers who process information from the system of records that the information is subject to the DoD Privacy Program and the applicable routine uses for the information in the system.

(4) Coordinate with ADP and word processing managers providing services to ensure an adequate risk analysis is conducted.

(5) Coordinate with the servicing ADP and word processing managers to ensure that the system manager is notified when there are changes to processing equipment, hardware or software, and the data base that may require submission of an amended system notice.

(h) *Automated Data Processing (ADP) or Word Processing Managers,* who process information from any system of records, shall:

(1) Ensure that each system manager provides a current system notice or information as to the contents of the system notice for each system of records from which information is to be processed.

(2) Ensure that all personnel who have access to information from a system of records during processing or who are engaged in developing procedures for processing such information are aware of the provisions of the DoD Privacy Program policies and procedures.

(3) Notify promptly the system manager whenever there are changes to processing equipment, hardware or

software, and the data base that may require the submission of an amended system notice for any system of records.

(i) *DoD Employees* shall:

(1) Not disclosure any personal information contained in any system of records except as authorized in this part.

(2) Not maintain any official files which are retrievable by name or other personal identifier without first ensuring that a notice for the system has been published in the **Federal Register**.

(3) Report any disclosures of personal information from a system of records or the maintenance of any system of records that are not authorized by this part to the appropriate Privacy Act officials for his or her action.

Subpart B—Systems of Records

§ 286a.10 General.

(a) *System of records.* To be subject to the provisions of this part a "system of records" must:

(1) Consist of "records" (as defined in paragraph (n) of § 286a.3) that are retrieved by the name of an individual or some other personal identifier, and

(2) Be under the control of a DoD Component.

(b) *Retrieval practices.* (1) Records in a group of records that *may be* retrieved by a name or personal identifier are not covered by this part even if the records contain personal data and are under control of a DoD Component. The records *must be,* in fact, retrieved by name or other personal identifier to become a system of records for the purpose of this part.

(2) If files that are not retrieved by name or personal identifier are rearranged in such manner that they are retrieved by name or personal identifier, a new systems notice must be submitted in accordance with paragraph (c) § 286.65 of Subpart G of this part.

(3) If records in a system of records are rearranged so that retrieval is no longer by name or other personal identifier, the records are no longer subject to this part and the system notice for the records shall be deleted in accordance with paragraph (c) of § 286a.64 of Subpart G of this part.

(c) *Relevance and necessity.* Retain in a system of records only that personal information which is relevant and necessary to accomplish a purpose required by a federal statute or an Executive Order.

(d) *Authority to establish systems of records.* Identify the specific statute or the Executive Order that authorize maintaining personal information in each system of records. The existance of a statute or Executive order mandating the maintenance of a system of records does not abrogate the responsibility to ensure that the information in the system of records is relevant and necessary.

(e) *Exercise of First Amendment rights.* (1) Do not maintain any records describing how an individual exercises his or her rights guaranteed by the First Amendment of the U.S. Constitution except when:

(i) Expressly authorized by federal statute;

(ii) Expressly authorized by the individual; or

(iii) Maintenance of the information is pertinent to and within the scope of an authorized law enforcement activity.

(2) First Amendment rights include, but are not limited to, freedom of religion, freedom of political beliefs, freedom of speech, freedom of the press, the right to assemble, and the right to petition.

(f) *System manager's evaluation.* (1) Evaluate the information to be included in each new system before establishing the system and evaluate periodically the information contained in each existing system of records for relevancy and necessity. Such a review shall also occur when a system notice amendment or alteration is prepared (see §§ 286a.63 and 286a.64 of Subpart G of this part).

(2) Consider the following:

(i) The relationship of each item of information retained and collected to the purpose for which the system is maintained;

(ii) The specific impact on the purpose or mission of not collecting each category of information contained in the system;

(iii) The possibility of meeting the information requirements through use of information not individually identifiable or through other techniques, such as sampling;

(iv) The length of time each item of personal information must be retained;

(v) The cost of maintaining the information; and

(vi) The necessity and relevancy of the information to the purpose for which it was collected.

(g) *Discontinued information requirements.* (1) Stop collecting immediately any category or item of personal information from which retention is no longer justified. Also excise this information from existing records, when feasible.

(2) Do not destroy any records that must be retained in accordance with disposal authorizations established under 44 U.S.C., Section 303a, "Examination by the Administrator of General Services of Lists and Schedules of Records Lacking Preservation Value, Disposal of Records."

§ 286a.11 Standards of accuracy.

(a) *Accuracy of information maintained.* Maintain all personal information that is used or may be used to make any determination about an individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to ensure fairness to the individual in making any such determination.

(b) *Accuracy determination before dissemination.* Before disseminating any personal information from a system of records to any person outside the Department of Defense, other than a federal agency, make reasonable efforts to ensure that the information to be disclosed is accurate, relevant, timely, and complete for the purpose it is being maintained (see also paragraph (d) of § 286a.30, Subpart D and paragraph (d) of § 286a.40, Subpart E of this part).

§ 286a.12 Government Contractors.

(a) *Applicability to government contractors.* (1) When a DoD Component contracts for the operation or maintenance of a system of records or a portion of a system of records by a contractor, the record system or the portion of the record system affected are considered to be maintained by the DoD Component and are subject to this part. The Component is responsible for applying the requirements of this part to the contractor. The contractor and its employees are to be considered employees of the DoD Component for purposes of the sanction provisions of the Privacy Act during the performance of the contract. Consistent with the Defense Acquisition Regulation (DAR), § 1.327, "Protection of Individual Privacy" contracts requiring the maintenance of a system of records or the portion of a system of records shall identify specifically the record system and the work to be performed and shall include in the solicitation and resulting contract such terms as are prescribed by the DAR.

(2) If the contractor must use or have access to individually identifiable information subject to this part to perform any part of a contract, and the information would have been collected and maintained by the DoD Component but for the award of the contract, these contractor activities are subject to this Regulation.

(3) The restriction in paragraphs (a) (1) and (2) of § 286a.12 of this part do not apply to records:

(i) Established and maintained to assist in making internal contractor

best copy available

management decisions, such as records maintained by the contractor for use in managing the contract;

(ii) Maintained as internal contractor employee records even when used in conjunction with providing goods and services to the Department of Defense; or

(iii) Maintained as training records by an educational organization contracted by a DoD Component to provide training when the records of the contract students are similar to and comingled with training records of other students (for example, admission forms, transcripts, academic counselling and similar records);

(iv) Maintained by a consumer reporting agency to which records have been disclosed under contract in accordance with the Federal Claims Collection Act of 1966, Title 31, United States Code, section 952(d).

(4) DoD Components must publish instruction that:

(i) Furnish DoD Privacy Program guidance to their personnel who solicit, award, or administer government contracts;

(ii) Inform prospective contractors of their responsibilities regarding the DoD Privary Program; and

(iii) Establish an internal system of contractor performance review to ensure compliance with the DoD Privacy Program.

(b) *Contracting procedures.* The Defense Systems Acquisition Regulatory Council (DSARC) is responsible for developing the specific policies and procedures to be followed when soliciting bids, awarding contracts or administering contracts that are subject to this part.

(c) *Contractor compliance.* Through the various contract surveillance programs, ensure contractors comply with the procedures established in accordance with paragraph (b) above of this section.

(d) *Disclosure of records to contractors.* Disclosure of personal records to a contractor for the use in the performance of any DoD contrtact by a DoD Component is considered a disclosure within the Department of Defense (see paragraph (b) of § 286a.40, Subpart E of this part). The contractor is considered the agent of the contracting DoD Component and to be maintaining and receiving the records for that Component.

§ 286a.13 Safeguarding personal information.

(a) *General responsibilities.* Establish appropriate administrative, technical and physical safeguards to ensure that the records in every system of records are protected from unauthorized alteration or disclosure and that their confidentiality is protected. Protect the records against reasonably anticipated threats or hazards that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual about whom information is kept.

(b) *Minimum standards.* (1) Tailor system safeguards to conform to the type of records in the system, the sensitivity of the personal information stored, the storage medium used and, to a degree, the number of records maintained.

(2) Treat all unclassified records that contain personal information that normally would be withheld from the public under Exemption Numbers 6 and 7, of § 286.31, Subpart D of 32 CFR Part 286 (DoD Freedom of Information Act Program) as if they were designated "For Official Use Only" and safeguard them in accordance with the standards established by Subpart E of 32 CFR Part 286 (DoD FOIA Program) even if they are not actually marked "For Official Use Only."

(3) Afford personal information that does not meet the criteria discussed in paragraph (c)(3) of § 286a.13 of this subpart that degree of security which provides protection commensurate with the nature and type of information involved.

(4) Special administrative, physical, and technical procedures are required to protect data that is stored or being processed temporarily in an automated data processing (ADP) system or in a word processing activity to protect it against threats unique to those environments (see Appendices A and B).

(5) Tailor safeguards specifically to the vulnerabilities of the system.

(c) *Records disposal.* (1) Dispose of records containing personal data so as to prevent inadvertent compromise. Disposal methods such as tearing, burning, melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation are considered adequate it the personal data is rendered unrecognizable or beyond reconstruction.

(2) The transfer of large quantities of records containing personal data (for example, computer cards and printouts) in bulk to a disposal activity, such as the Defense Property Disposal Office, is not a release of personal information under this part. The sheer volume of such transfers make it difficult or impossible to identify readily specific individual records.

(3) When disposing of or destroying large quantities of records containing personal information, care must be exercised to ensure that the bulk of the records is maintained so as to prevent specific records from being readily identified. If bulk is maintained, no special procedures are required. If bulk cannot be maintained or if the form of the records make individually identifiable information easily available, dispose of the record in accordance with paragraph (c)(1) of this section.

Subpart C—Collecting Personal Information

§ 286a.20 General considerations.

(a) *Collect directly from the individual.* Collect to the greatest extent practicable personal information directly from the individual to whom it pertains if the information may be used in making any determination about the rights, privileges, or benefits of the individual under any federal program (see also paragraph (c) of this section).

(b) *Collecting Social Security Numbers (SSNs).* (1) It is unlawful for any federal, state, or local governmental agency to deny an individual any right, benefit, or privilege provided by law because the individual refuses to provide his or her SSN. However, if a federal statute requires that the SSN be furnished or if the SSN is required to verify the identity of the individual in a system of records that was established and in use before January 1, 1975, and the SSN was required as an identifier by a statute or regulation adopted before that date, this restriction does not apply.

(2) When an individual is requested to provide his or her SSN, he or she must be advised:

(i) The uses that will be made of the SSN;

(ii) The statute, regulation, or rule authorizing the solicitation of the SSN; and

(iii) Whether providing the SSN is voluntary or mandatory.

(3) Include in any systems notice for any system of records that contains SSNs a statement indicating the authority for maintaining the SSN and the sources of the SSNs in the system. If the SSN is obtained directly from the individual indicate whether this is voluntary or mandatory.

(4) Executive Order 9397, "Numbering System For Federal Accounts Relating to Individual Persons," November 30, 1943, authorizes solicitation and use of SSNs as numerical identifier for individuals in most federal records systems. However, it does not provide *mandatory* authority for soliciting SSNs.

(5) Upon entrance into military service or civilian employment with the Department of Defense, individuals are

asked to provide their SSNs. The SSN becomes the service or employment number for the individual and is used to establish personnel, financial, medical, and other official records. Provide the notification in paragraph (b)(2) of this section to the individual when originally soliciting his or her SSN. After an individual has provided his or her SSN for the purpose of establishing a record, the notification in paragraph (b)(2) of this section is not required if the individual is only requested to furnish or verify the SSNs for identification purposes in connection with the normal use of his or her records. However, if the SSN is to be written down and retained for any purpose by the requesting official, the individual must be provided the notification required by paragraph (b)(2) of this section.

(6) Consult the Office of Personnel Management, Federal Personnel Manual (5 CFR Parts 293, 294, 297 and 735) when soliciting SSNs for use in OPM records systems.

(c) *Collecting personal information from third parties.* It may not be practical to collect personal information directly from the individual in all cases. Some examples of this are:

(1) Verification of information through third party sources for security or employment suitability determinations;

(2) Seeking third party opinions such as supervisory comments as to job knowledge, duty performance, or other opinion-type evaluations;

(3) When obtaining the needed information directly from the individual is exceptionally difficult or may result in unreasonable costs; or

(4) Contacting a third party at the request of the individual to furnish certain information such as exact periods of employment, termination dates, copies of records, or similar information.

(d) *Privacy Act Statements.* (1) When an individual is requested to furnish personal information about himself or herself for inclusion in a system of records, a Privacy Act Statement is required regardless of the medium used to collect the information (forms, personal interviews, stylized formats, telephonic interviews, or other methods). The Privacy Act Statement consists of the elements set forth in paragraph (d)(2) of this section. The statement enables the individual to make an informed decision whether to provide the information requested. If the personal information solicited is not to be incoporated into a system of records, the statement need not be given. However, personal information obtained without a Privacy Act Statement shall not be incorporated into any system of records. When soliciting SSNs for any purpose, see paragraph (b)(2) of this section.

(2) The Privacy Act Statement shall include:

(i) The specific federal statute or Executive Order that authorizes collection of the requested information (see paragraph (d) of § 286a.10 of this part).

(ii) The principal purpose or purposes for which the information is to be used;

(iii) The routine uses that will be made of the information (see paragraph (e) of § 286a.41, Subpart E of this part);

(iv) Whether providing the information is voluntary or mandatory (see paragraph (e) of this section); and

(v) The effects on the individual if he or she chooses not to provide the requested information.

(3) The Privacy Act Statement shall be concise, current, and easily understood.

(4) The Privacy Act statement may appear as a public notice (sign or poster), conspicuously displayed in the area where the information is collected, such as at check-cashing facilities or identification photograph facilities.

(5) The individual normally is not required to sign the Privacy Act Statement.

(6) Provide the individual a written copy of the Privacy Act Statement upon request. This must be done regardless of the method chosen to furnish the initial advisement.

(e) *Mandatory as opposed to voluntary disclosures.* Include in the Privacy Act Statement specifically whether furnishing the requested personal data is mandatory or voluntary. A requirement to furnish personal data is mandatory only when a federal statute, Executive Order, regulation, or other lawful order specifically imposes a duty on the individual to provide the information sought, and the individual is subject to a penalty if he or she fails to provide the requested information. If providing the information is only a condition of or prerequisite to granting a benefit or privilege and the individual has the option of requesting the benefit or privilege, providing the information is always voluntary. However, the loss or denial of the privilege, benefit, or entitlement sought may be listed as a consequence of not furnishing the requested information.

§ 286a.21 Forms.

(a) *DoD forms.* (1) DoD Directive 5000.21, "Forms Management Program" provides guidance for preparing Privacy Act Statements for use with forms (see also paragraph (b)(1) of this section).

(2) When forms are used to collect personal information, the Privacy Act Statement shall appear as follows (listed in the order of preference):

(i) In the body of the form, preferably just below the title so that the reader will be advised of the contents of the statement *before* he or she begins to complete the form;

(ii) On the reverse side of the form with an appropriate annotation under the title giving its location;

(iii) On a tear-off sheet attached to the form; or

(iv) As a separate supplement to the form.

(b) *Forms issued by non-DoD activities.* (1) Forms subject to the Privacy Act issued by other federal agencies have a Privacy Act Statement attached or included. Always ensure that the statement prepared by the originating agency is adequate for the purpose for which the form will be used by the DoD activity. If the Privacy Act Statement provided is inadequate, the DoD Component concerned shall prepare a new statement or a supplement to the existing statement before using the form.

(2) Forms issued by agencies not subject to the Privacy Act (state, municipal, and other local agencies) do not contain Privacy Act Statements. Before using a form prepared by such agencies to collect personal data subject to this part, an appropriate Privacy Act Statement must be added.

Subpart D—Access by Individuals

§ 286a.30 Individual access to personnel information.

(a) *Individual access.* (1) The access provisions of this part are intended for use by individuals about whom records are maintained in systems of records. Release of personal information to individuals under this part is not considered public release of information.

(2) Make available to the individual to whom the record pertains all of the personal information that can be released consistent with DoD responsibilities.

(b) *Individual requests for access.* Individuals shall address requests for access to personal information in a system of records to the system manager or to the office designated in the DoD Component rules or the system notice.

(c) *Verification of identity.* (1) Before granting access to personal data, an individual may be required to provide reasonable verification of his or her identity.

(2) Identity verification procedures shall not:

(i) Be so complicated as to discourage unnecessarily individuals from seeking access to information about themselves; or

(ii) Be required of an individual seeking access to records which normally would be available under the "DoD Freedom of Information Act Program" (32 CFR Part 286).

(3) Normally, when individuals seek personal access to records pertaining to themselves, identification is made from documents that normally are readily available, such as employee and military identification cards, driver's license, other licenses, permits or passes used for routine identification purposes.

(4) When access is requested by mail, identity verification may consist of the individual providing certain minimum identifying data, such as full name, date and place of birth, or such other personal information necessary to locate the record sought. If the information sought is of a sensitive nature, additional identifying data may be required. If notarization of requests is required, procedures shall be established for an alternate method of verification for individuals who do not have access to notary services, such as military members overseas.

(5) If an individual wishes to be accompanied by a third party when seeking access to his or her records or to have the records released directly to a third party, the individual may be required to furnish a signed access authorization granting the third party access.

(6) An individual shall not be refused access to his or her record solely because he or she refuses to divulge his or her SSN unless the SSN is the only method by which retrieval can be made. (See paragraph (b) of § 286a.20).

(7) The individual is not required to explain or justify his or her need for access to any record under this part.

(8) Only a denial authority may deny access and the denial must be in writing and contain the information required by paragraph (b) of § 286a.31

(d) *Granting individual access to records.* (1) Grant the individual access to the original record or an exact copy of the original record without any changes or deletions, except when changes or deletions have been made in accordance with paragraph (e) of this section. For the purpose of granting access, a record that has been amended under paragraph (b) of § 286a.31 is considered to be the original. See paragraph (e) of this section for the policy regarding the use of summaries and extracts.

(2) Provide exact copies of the record when furnishing the individual copies of records under this part.

(3) Explain in terms understood by the requestor any record or portion of a record that is not clear.

(e) *Illegible, incomplete, or partially exempt records.* (1) Do not deny an individual access to a record or a copy of a record solely because the physical condition or format of the record does not make it readily available (for example, deteriorated state or on magnetic tape). Either prepare an extract or recopy the document exactly.

(2) If a portion of the record contains information that is exempt from access, an extract or summary containing all of the information in the record that is releasable shall be prepared.

(3) When the physical condition of the record or its state makes it necessary to prepare an extract for release, ensure that the extract can be understood by the requester.

(4) Explain to the requester all deletions or changes to the records.

(f) *Access to medical records.* (1) Disclose medical records to the individual to whom they pertain, even if a minor, unless a judgment is made that access to such records could have an adverse effect on the mental or physical health of the individual. Normally, this determination shall be made in consultation with a medical doctor.

(2) If it is determined that the release of the medical information may be harmful to the mental or physical health of the individual:

(i) Send the record to a physician named by the individual; and

(ii) In the transmittal letter to the physician explain why access by the individual without proper professional supervision could be harmful (unless it is obvious from the record).

(3) Do not require the physician to request the records for the individual.

(4) If the individual refuses or fails to designate a physician, the record shall not be provided. Such refusal of access is not considered a denial for Privacy Act reporting purposes. (See paragraph (a) of § 286a.31).

(5) Access to a minor's medical records may be granted to his or her parents or legal guardians. However, observe the following procedures:

(i) In the United States, the laws of the particular state in which the records are located may afford special protection to certain types of medical records (for example, records dealing with treatment for drug or alcohol abuse and certain psychiatric records). Even if the records are maintained by a military medical facilities these statutes may apply.

(ii) For the purposes of parental access to the medical records and medical determinations regarding minors at overseas installation the age of majority is 18 years except when:

(A) A minor at the time he or she sought or consented to the treatment was between 15 and 17 years of age;

(B) The treatment was sought in a program which was authorized by regulation or statute to offer confidentiality of treatment records as a part of the program;

(C) The minor specifically requested or indicated that he or she wished the treatment record to be handled with confidence and not released to a parent or guardian; and

(D) The parent or guardian seeking access does not have the written authorization of the minor or a valid court order granting access.

(iii) If all four of the above conditions are met, the parent or guardian shall be denied access to the medical records of the minor. Do not use these procedures to deny the minor access to his or her own records under this part or any other statutes.

(6) All members of the Military Services and all married persons are not considered minors regardless of age, and the parents of these individuals do not have access to their medical records without written consent of the individual.

(g) *Access to information compiled in anticipation of civil action.* (1) An individual is not entitled under this part to gain access to information compiled in reasonable anticipation of a civil action or proceeding.

(2) The term "civil proceeding" is intended to include quasi-judicial and pretrial judicial proceedings that are the necessary preliminary steps to formal litigation.

(3) Attorney work products prepared in conjunction with quasi-judicial pretrial, and trial proceedings, to include those prepared to advise DoD Component officials of the possible legal consequences of a given course of action, are protected.

(h) *Access to investigatory records.* (1) Requests by individuals for access to investigatory records pertaining to themselves and compiled for law enforcement purposes are processed under this part of the DoD Freedom of Information Program (32 CFR Part 286) depending on which part gives them the greatest degree of access.

(2) Process requests by individuals for access to investigatory record pertaining to themselves compiled for law enforcement purposes and in the custody of law enforcement activities

that have been incorporated into systems of records exempted from the access provisions of this part in accordance with section B. of Chapter 5 under reference (f). Do not deny an individual access to the record solely because it is in the exempt system, but give him or her automatically the same access he or she would receive under the Freedom of Information Act (5 U.S.C. 552). See also paragraph (h) of this section.

(3) Process requests by individuals for access to investigatory records pertaining to themselves that are in records systems exempted from access provisions under paragraph (a) of § 286a.52, Subpart F, under this part, or the DoD Freedom of Information Act Program (32 CFR Part 286) depending upon which regulation gives the greatest degree of access (see also paragraph (j) of this section).

(4) Refer individual requests for access to investigatory records exempted from access under a general exemption temporarily in the hands of a noninvestigatory element for adjudicative or personnel actions to the originating investigating agency. Inform the requester in writing of these referrals.

(i) *Nonagency records.* (1) Certain documents under the physical control of DoD personnel and used to assist them in performing official functions, are not considered "agency records" within the meaning of this Regulation. Uncirculated personal notes and records that are not disseminated or circulated to any person or organization (for example, personal telephone lists or memory aids) that are retained or discarded at the author's discretion and over which the Component exercises no direct control, are not considered agency records. However, if personnel are officially directed or encouraged, either in writing or orally, to maintain such records, they may become "agency records," and may be subject to this part.

(2) The personal uncirculated handwritten notes of unit leaders, office supervisors, or military supervisory personnel concerning subordinates are not systems of records within the meaning of this part. Such notes are an extension of the individual's memory. These notes, however, must be maintained and discarded at the discretion of the individual supervisor and not circulated to others. Any established requirement to maintain such notes (such as, written or oral directives, regulations, or command policy) make these notes "agency records" and they then must be made a part of a system of records. If the notes are circulated, they must be made a part of a system of records. Any action that gives personal notes the appearance of official agency records is prohibited, unless the notes have been incorporated into a system of records.

(j) *Relationship between the Privacy Act and the Freedom of Information Act.* (1) Process requests for individual access as follows:

(i) Requests by individuals for access to records pertaining to themselves made under the Freedom of Information Act (5 U.S.C. 552) or the DoD Freedom of Information Act Program (32 CFR Part 286) or DoD Component instuctions implementing the DoD Freedom of Information Act Program are processed under the provisions of that reference.

(ii) Requests by individuals for access to records pertaining to themselves made under the Privacy Act of 1971 (5 U.S.C. 552a), this part, or the DoD Component instructions implementing this part are processed under this part.

(iii) Requests by individuals for access to records about themselves that cite both Acts or the implementing regulations and instructions for both Acts are processed under this part except:

(A) When the access provisions of the DoD Freedom of Information Act Program (32 CFR Part 286) provide a greater degree of access; or

(B) When access to the information sought is controlled by another federal statute.

(C) If the former applies, follow the provisions of 32 CFR Part 286; and if the later applies follow the access procedures established under the controlling statute.

(iv) Requests by individuals for access to information about themselves in systems of records that do not cite either Act or the implementing regulations or instructions for either Act are processed under the procedures established by this part. However, there is no requirement to cite the specific provisions of this part or the Privacy Act (5 U.S.C. 552a) when responding to such requests. Do not count these requests as Privacy Act request for reporting purposes (see Subpart I).

(2) Do not deny individuals access to personal information concerning themselves that would otherwise be releasable to them under either Act solely because they fail to cite either Act or cite the wrong Act, regulation, or instruction.

(3) Explain to the requester which Act or procedures have been used when granting or denying access under either Act (see also paragraph (j)(1)(iv) of this section).

(k) *Time limits.* Normally acknowledge requests for access within 10 working days after receipt and provide access within 30 working days.

(l) *Privacy case file.* Establish a Privacy Act case file when required (see paragraph (p) of § 286a.32 of this subpart).

§ 286a.31 Denial of individual access.

(a) *Denying individual access.* (1) An individual may be denied formally access to a record pertaining to him or her only if the record:

(i) Was compiled in reasonable anticipation of civil action (see paragraph (g) of § 286a.30)

(ii) Is in a system of records that has been exempted from the access provisions of this Regulation under one of the permitted exemptions (see Subpart F of this part).

(iii) Contains classified information that has been exempted from the access provision of this part under blanket exemption for such material claimed for all DoD records system (see paragraph (c) of §286a.50 of Subpart F of this part).

(iv) Is contained in a system of records for which access may be denied under some other federal statute.

(2) Only deny the individual access to those portions of the records from which the denial of access serves some legitimate governmental purpose.

(b) *Other reasons to refuse access.* (1) An individual may be refused access if:

(i) The record is not described well enough to enable it to be located with a reasonable amount of effort on the part of an employee familiar with the file; or

(ii) Access is sought by an individual who fails or refuses to comply with the established procedural requirements, including refusing to name a physician to receive medical records when required (see paragraph (f) of §286a.30) or to pay fees (see §286a.33 of this subpart).

(2) Always explain to the individual the specific reason access has been refused and how he or she may obtain access.

(c) *Notifying the individual.* Formal denials of access must be in writing and include as a minimum:

(1) The name, title or position, and signature of a designated Component denial authority;

(2) The date of the denial;

(3) The specific reason for the denial, including specific citation to the appropriate sections of the Privacy Act (5 U.S.C. 552a) or other statutes, this part, DoD Component instructions or Code of Federal Regulations (CFR) authorizing the denial;

(4) Notice to the individual of his or her right to appeal the denial through

the Component appeal procedure within 60 calendar days; and

(5) The title or position and address of the Privacy Act appeals official for the Component.

(d) *DoD Component appeal procedures.* Establish internal appeal procedures that, as a minimum, provide for:

(1) Review by the head of the Component or his or her designee of any appeal by an individual from a denial of access to Component records.

(2) Formal written notification to the individual by the appeal authority that shall:

(i) If the denial is sustained totally or in part, include as a minimum:

(A) The exact reason for denying the appeal to include specific citation to the provisions of the Act or other statute, this part, Component instructions or the CFR upon which the determination is based;

(B) The date of the appeal determination;

(C) The name, title, and signature of the appeal authority;

(D) A statement informing the applicant of his or her right to seek judicial relief.

(ii) If the appeal is granted, notify the individual and provide access to the material to which access has been granted.

(3) The written appeal notification granting or denying access is the final Component action as regards access.

(4) The individual shall file any appeals from denial of access within no less than 60 calendar days of receipt of the denial notification.

(5) Process all appeals within 30 days of receipt unless the appeal authority determines that a fair and equitable review cannot be made within that period. Notify the applicant in writing if additional time is required for the appellate review. The notification must include the reasons for the delay and state when the individual may expect an answer to the appeal.

(e) *Denial of appeals by failure to act.* A requester may consider his or her appeal formally denied if the authority fails·

(1) To act on the appeal within 30 days;

(2) To provide the requester with a notice of extension within 30 days; or

(3) To act within the time limits established in the Component's notice of extension (see paragraph (d)(5) of this section).

(f) *Denying access to OPM records held by DoD Components.* (1) The records in all systems of records maintained in accordance with the OPM government-wide system notices are technically only in the temporary custody of the Department of Defense.

(2) All requests for access to these records must be processed in accordance with the Federal Personnel Manual (5 CFR Parts 293, 294, 297 and 735) as well as the applicable Component procedures.

(3) When a DoD Component refuses to grant access to a record in an OPM system, the Component shall instruct the individual to direct his or her appeal to the appropriate Component appeal authority, not the Office of Personnel Management.

(4) The Component is responsible for the administrative review of its denial of access to such records.

§ 286a.32 Amendment of records.

(a) *Individual review and correction.* Individuals are encouraged to review the personnel information being maintained about them by DoD Components periodically and to avail themselves of the procedures established by this part and any other Component regulations to update their records.

(b) *Amending records.* (1) An individual may request the amendment of any record contained in a system of records pertaining to him or her unless the system of record has been exempted specifically from the amendment procedures of this part under paragraph (b) of § 286a.50, Subpart F. Normally, amendments under this part are limited to correcting factual matters and not matters of official judgment, such as performance ratings, promotion potential, and job performance appraisals.

(2) While a Component may require that the request for amendment be in writing, this requirement shall not be used to discourage individuals from requesting valid amendments or to burden needlessly the amendment process.

(3) A request for amendment must include:

(i) A description of the item or items to be amended;

(ii) The specific reason for the amendment;

(iii) The type of amendment action sought (deletion, correction, or addition); and

(iv) Copies of available documentary evidence supporting the request.

(c) *Burden of proof.* The applicant must support adequately his or her claim.

(d) *Identification of requesters.* (1) Individuals may be required to provide identification to ensure that they are indeed seeking to amend a record pertaining to themselves and not, inadvertently or intentionally, the record of others.

(2) The indentification procedures shall not be used to discourage legitimate requests or to burden needlessly or delay the amendment process. (See paragraph (c) of § 286a.30).

(e) *Limits on attacking evidence previously submitted.* (1) The amendment process is not intended to permit the alteration of evidence presented in the course of judicial or quasi-judicial proceedings. Any amendments or changes to these records normally are made through the specific procedures established for the amendment of such records.

(2) Nothing in the amendment process is intended or designed to permit a collateral attack upon what has already been the subject of a judicial or quasi-judicial determination. However, while the individual may not attack the accuracy of the judicial or quasi-judicial determination under this part, he or she may challenge the accuracy of the recording of that action.

(f) *Sufficiency of a request to amend.* Consider the following factors when evaluating the sufficiency of a request to amend:

(1) The accuracy of the information itself; and

(2) The relevancy, timeliness, completeness, and necessity of the recorded information for accomplishing an assigned mission or purpose.

(g) *Time limits.* (1) Provide written acknowledgement of a request to amend within 10 working days of its receipt by the appropriate systems manager. There is no need to acknowledge a request if the action is completed within 10 working days and the individual is so informed.

(2) The letter of acknowledgement shall clearly identify the request and advise the individual when he or she may expect to be notified of the completed action.

(3) Only under the most exceptional circumstances shall more than 30 days be required to reach a decision on a request to amend. Document fully and explain in the Privacy Act case file (see paragraph (p) of this section) any such decision that takes more than 30 days to resolve.

(h) *Agreement to amend.* If the decision is made to grant all or part of the request for amendment, amend the record accordingly and notify the requester.

(i) *Notification of previous recipients.* (1) Notify all previous recipients of the information, as reflected in the disclosure accounting records, that an amendment has been made and the substance of the amendment. Recipients who are known to be no longer retaining the information need not be advised of the amendment. All DoD Components and federal agencies known to be retaining the record or information, even if not reflected in a disclosure record, shall be notified of the amendment. Advise the requester of these notifications.

(2) Honor all requests by the requester to notify specific federal agencies of the amendment action.

(j) *Denying amendment.* If the request for amendment is denied in whole or in part, promptly advise the individual in writing of the decision to include:

(1) The specific reason and authority for not amending;

(2) Notification that he or she may seek further independent review of the decision by the head of the Component or his or her designee;

(3) The procedures for appealing the decision citing the position and address of the official to whom the appeal shall be addressed; and

(4) Where he or she can receive assistance in filing the appeal.

(k) *DoD Component appeal procedures.* Establish procedures to ensure the prompt, complete, and independent review of each amendment denial upon appeal by the individual. These procedures must ensure that:

(1) The appeal with all supporting materials both that furnished the individual and that contained in Component records is provided to the reviewing official, and

(2) If the appeal is denied completely or in part, the individual is notified in writing by the reviewing official that:

(i) The appeal has been denied and the specific reason and authority for the denial;

(ii) The individual may file a statement of disagreement with the appropriate authority and the procedures for filing this statement;

(iii) If filed properly, the statement of disagreement shall be included in the records, furnished to all future recipients of the records, and provided to all prior recipients of the disputed records who are known to hold the record; and

(iv) The individual may seek a judicial review of the decision not to amend.

(3) If the record is amended, ensure that:

(i) The requester is notified promptly of the decision;

(ii) All prior known recipients of the records who are known to be retaining the record are notified of the decision and the specific nature of the amendment (see paragraph (i) of this section); and

(iii) The requester is notified as to which DoD Components and federal agencies have been told of the amendment.

(4) Process all appeals within 30 days unless the appeal authority determines that a fair review cannot be made within this time limit. If additional time is required for the appeal, notify the requester, in writing, of the delay, the reason for the delay, and when he or she may expect a final decision on the appeal. Document fully all requirements for additional time in the Privacy Case File. (See paragraph (p) of this section)

(l) *Denying amendment of OPM records held by DoD Components.* (1) The records in all systems of records controlled by the Office of Personnel Management (OPM) government-wide system notices are technically only temporarily in the custody of the Department of Defense.

(2) All requests for amendment of these records must be processed in accordance with the OPM Federal Personnel Manual (5 CFR Parts 293, 294, 297 and 735). The Component denial authority may deny a request. However the appeal process for all such denials must include a review by the Assistant Director for Agency Compliance and Evaluation, Office of Personnel Management, 1900 E Street NW, Washington, DC 20415.

(3) When an appeal is received from a Component's denial of amendment of the OPM controlled record, process the appeal in accordance with the OPM Federal Personnel Manual (5 CFR Parts 293, 294, 297 and 735) and notify the OPM appeal authority listed above.

(4) The individual may appeal any Component decision not to amend the OPM records directly to OPM.

(5) OPM is the final review authority for any appeals from a denial to amend the OPM records.

(m) *Statements of disagreement submitted by individuals.* (1) If the reviewing authority refuses to amend the record as requested, the individual may submit a concise statement of disagreement setting forth his or her reasons for disagreeing with the decision not to amend.

(2) If an individual chooses to file a statement of disagreement, annotate the record to indicate that the statement has been filed (see paragraph (n) of this section).

(3) Furnish copies of the statement of disagreement to all DoD Components and federal agencies that have been provided copies of the disputed information and who may be maintaining the information.

(n) *Maintaining statements of disagreement.* (1) When possible, incorporate the statement of disagreement into the record.

(2) If the statement cannot be made a part of the record, establish procedures to ensure that it is apparent from the records that a statement of disagreement has been filed and maintain the statement so that it can be obtained readily when the disputed information is used or disclosed.

(3) Automated record systems that are not programed to accept statements of disagreement shall be annotated or coded so that they clearly indicate that a statement of disagreement is on file, and clearly identify the statement with the disputed information in the system.

(4) Provide a copy of the statement of disagreement whenever the disputed information is disclosed for any purpose.

(o) *DoD Component summaries of reasons for refusing to amend.* (1) A summary of reasons for refusing to amend may be included with any record for which a statement of disagreement is filed.

(2) Include in this summary only the reasons furnished to the individual for not amending the record. Do not include comments on the statement of disagreement. Normally, the summary and statement of disagreement are filed together.

(3) When disclosing information for which a summary has been filed, a copy of the summary may be included in the release, if the Component desires.

(p) *Privacy Case Files.* (1) Establish a separate Privacy Case File to retain the documentation received and generated during the amendment or access process.

(2) The Privacy Case File shall contain as a minimum:

(i) The request for amendment or access;

(ii) Copies of the DoD Component's reply granting or denying the request;

(iii) Any appeals from the individual;

(iv) Copies of the action regarding the appeal with supporting documentation which is not in the basic file; and

(v) Any other correspondence generated in processing the appeal, to include coordination documentation.

(3) Only the items listed in paragraphs (p)(4) and (s) of this section may be included in the system of records challenged for amendment or for which access is sought. Do *not* retain copies of unamended records in the basic record system if the request for amendment is granted.

(4) The following items relating to an amendment request may be included in the disputed record system:

(i) Copies of the amended record.

(ii) Copies of the individual's statement of disagreement (see paragraph (m) of this section).

(iii) Copies of Component summaries (see paragraph (o) of this section).

(iv) Supporting documentation submitted by the individual.

(5) The following items relating to an access request may be included in the basic records system:

(i) Copies of the request;

(ii) Copies of the Component's action granting total access.

Note.—A separate Privacy case file need not be created in such cases.

(iii) Copies of the Component's action denying access;

(iv) Copies of any appeals filed;

(v) Copies of the reply to the appeal.

(6) There is no need to establish a Privacy case file if the individual has not cited the Privacy Act (reference (b)), this part, or the Component implementing instruction for this part.

(7) Privacy case files shall not be furnished or disclosed to anyone for use in making any determination about the individual other than determinations made under this part.

§ 286a.33 Reproduction fees.

(a) *Assessing fees.* (1) Charge the individual only the direct cost of reproduction.

(2) Do not charge reproduction fees if copying is:

(i) The only means to make the record available to the individual (for example, a copy of the record must be made to delete classified information); or

(ii) For the convenience of the DoD Component (for example, the Component has no reading room where an individual may review the record, or reproduction is done to keep the original in the Component's file).

(3) No fees shall be charged when the record may be obtained without charge under any other regulation, directive, or statute.

(4) Do not use fees to discourage requests.

(b) *No minimum fees authorized.* Use fees only to recoup direct reproduction costs associated with granting access. Minimum fees for duplication are not authorized and there is no automatic charge for processing a request.

(c) *Prohibited fees.* Do not charge or collect fees for:

(1) Search and retrieval of records;

(2) Review of records to determine releasability;

(3) Copying records for DoD Component convenience or when the individual has not specifically requested a copy;

(4) Transportation of records and personnel; or

(5) Normal postage.

(d) *Waiver of fees.* (1) Normally, fees are waived automatically if the direct costs of a given request is less than $30. This fee waiver provision does not apply when a waiver has been granted to the individual before, and later requests appear to be an extension or duplication of that original request. A DoD Component may, however, set aside this automatic fee waiver provision when on the basis of good evidence it determines that the waiver of fees is not in the public interest.

(2) Decisions to waiver or reduce fees that exceed the automatic waiver threshold shall be made on a case-by-case basis.

(e) *Fees for members of Congress.* Do not charge members of Congress for copying records furnished even when the records are requested under the Privacy Act on behalf of a constituent (see paragraph (k) of § 286a.41 of Subpart E of this part). When replying to a constituent inquiry and the fees involved are substantial, consider suggesting to the Congressman that the constituent can obtain the information directly by writing to the appropriate offices and paying the costs. When practical, suggest to the Congressman that the record can be examined at no cost if the constituent wishes to visit the custodian of the record.

(f) *Reproduction fees computation.* Compute fees using the appropriate portions of the fee schedule in Subpart G of the DoD Freedom of Information Program (32 CFR Part 286).

Subpart E—Disclosure of Personal Information to Other Agencies and Third Parties

§ 286a.40 Conditions of disclosure.

(a) *Disclosures to third parties.* (1) The Privacy Act only compels disclosure of records from a system of records to the individuals to whom they pertain.

(2) All requests by individual for personal information about other individuals (third parties) shall be processed under the DoD Freedom of Information Program (32 CFR Part 286), except for requests by the parents of a minor, or legal guardians of an individual, for access to the records pertaining to the minor or individual.

(b) *Disclosures among DoD Components.* For the purposes of disclosure and disclosure accounting, the Department of Defense is considered a single agency (see paragraph (a) of § 286a.41 of this part).

(c) *Disclosures outside the Department of Defense.* Do not disclose personal information from a system of records outside the Department of Defense unless:

(1) The record has been requested by the individual to whom it pertains.

(2) The written consent of the individual to whom the record pertains has been obtained for release of the record to the requesting agency, activity, or individual, or

(3) The release is for one of the specific nonconsensual purposes set forth in § 286a.41 of this part.

(d) *Validation before disclosure.* Except for releases made in accordance with the Freedom of Information Act (5 U.S.C. 552), before disclosing any personal information to any recipient outside the Department of Defense other than a federal agency or the individual to whom it pertains:

(1) Ensure that the records are accurate, timely, complete, and relevant for agency purposes;

(2) Contact the individual, if reasonably available, to verify the accuracy, timeliness, completeness, and relevancy of the information, if the cannot be determined from the record; or

(3) If the information is not current and the individual is not reasonably available, advise the recipient that the information is believed accurate as of a specific date and any other known factors bearing on its accuracy and relevancy.

§ 286a.41 Nonconsensual disclosures.

(a) *Disclosures within the Department of Defense.* (1) Records pertaining to an individual may be disclosed without the consent of the individual to any DoD official who has need for the record in the performance of his or her assigned duties.

(2) Rank, position, or title alone do not authorize access to personal information about others. An official need for the information must exist before disclosure.

(b) *Disclosures under the Freedom of Information Act.* (1) All records must be disclosed if their release is required by the Freedom of Information Act (5 U.S.C 552) see also the DoD Freedom of Information Program (32 CFR Part 286). The Freedom of Information Act requires that records be made available to the public unless exempted from disclosure by one of the nine exemptions found in the Act. It follows, therefore, that if a record is not exempt from disclosure it must be disclosed.

(2) The standard for exempting most personal records, such as personnel records, medical records, and similar records, is found in Exemption Number 6 of § 286.31 of 32 CFR Part 286. Under

that exemption, release of personal information can only be denied when its release would be a "clearly unwarranted invasion of personal privacy."

(3) Release of personal information in investigatory records including personnel security investigation records is controlled by the broader standard of an "unwarranted invasion of personal privacy" found in Exemption Number 7 of § 286.31 of 32 CFR Part 286. This broader standard applies only to investigatory records.

(4) See 32 CFR Part 286 for the standards to use in applying these exemptions.

(c) *Personal information that is normally releasable.*—(1) *DoD civilian employees.* (i) Some examples of personal information regarding DoD civilian employees that normally may be released without a clearly unwarranted invasion of personal privacy include:

(A) Name.

(B) Present and past postion titles.

(C) Present and past grades.

(D) Present and past salaries.

(E) Present and past duty stations.

(F) Office or duty telephone numbers.

(ii) All disclosures of personal information regarding federal civilian employees shall be made in accordance with the Federal Personnel Manual (FPM) 5 CFR Parts 293, 294, 297 and 735.

(2) *Military members.* (i) While it is not possible to identify categorically information that must be released or withheld from military personnel records in every instance, the following items of personal information regarding military members normally may be disclosed without a clearly unwarranted invasion of their personal privacy:

(A) Full name.

(B) Rank.

(C) Date of rank.

(D) Gross salary.

(E) Past duty assignments.

(F) Present duty assignment.

(G) Future assignments that are officially established.

(H) Office of duty telephone numbers.

(I) Source of commission.

(J) Promotion sequence number.

(K) Awards and decorations.

(L) Attendance at professional military schools.

(M) Duty status at any given time.

(ii) All releases of personal information regarding military members shall be made in accordance with the standards established by 32 CFR Part 286.

(3) *Civilian employees not under the FPM.* (i) While it is not possible to identify categorically those items of personal information that must be released regarding civilian employees not subject to the Federal Personnel Manual (5 CFR Parts 293, 294, 297 and 735), such as nonappropriated fund employees, normally the following items may be released without a clearly unwarranted invasion of personal privacy:

(A) Full name.

(B) Grade or position.

(C) Date of grade.

(D) Gross salary.

(E) Present and past assignments.

(F) Future assignments, if officially established.

(G) Office or duty telephone numbers.

(ii) All releases of personal information regarding civilian personnel in this category shall be made in accordance with the standards established by 32 CFR Part 286, the DoD Freedom of Information Program.

(d) *Release of home addresses and home telephone numbers.* (1) The release of home addresses and home telephone numbers normally is considered a clearly unwarranted invasion of personal privacy and is prohibited. However, these may be released without prior specific consent of the individual if:

(i) The individual has indicated previously that he or she interposes no objection to their release (see paragraphs (d)(3) and (4) of this section);

(ii) The source of the information to be released is a public document such as commercial telephone directory or other public listing;

(iii) The release is required by federal statute (for example, pursuant to federally-funded state programs to locate parents who have defaulted on child support payments (42 U.S.C. section 653); or

(iv) The releasing official releases the information under the provisions of the DoD Freedom of Information Act Program (32 CFR Part 286).

(2) A request for a home address or telephone number may be referred to the last known address of the individual for a direct reply by him or her to the requester. In such cases the requester shall be notified of the referral.

(3) When collecting lists of home addresses and telephone numbers, the individual may be offered the option of authorizing the information pertaining to him or her to be disseminated without further permission for specific purposes, such as locator services. In these cases, the information may be disseminated for the stated purpose without further consent. However, if the information is to be disseminated for any other purpose, a new consent is required. Normally such consent for release is in writing and signed by the individual.

(4) Before listing home addresses and home telephone numbers in DoD telephone directories, give the individuals the opportunity to refuse such a listing. Excuse the individual from paying any additional cost that may be associated with maintaining an unlisted number for government-owned telephone services if the individual requests his or her number not be listed in the directory under this part.

(5) Do not sell or rent lists of individual names and addresses unless such action is specifically authorized.

(e) *Disclosures for established routine uses.* (1) Records may be disclosed outside the Department of Defense without consent of the individual to whom they pertain for an established routine use.

(2) A routine use shall:

(i) Be compatible with and related to the purpose for which the record was compiled;

(ii) Identify the persons or organizations to whom the record may be released;

(iii) Identify specifically the uses to which the information may be put by the receiving agency; and

(iv) Have been published previously in the **Federal Register** (see paragraph (i) of § 286a.62, Subpart G of this part).

(3) Establish a routine use for each user of the information outside the Department of Defense who need official access to the records.

(4) Routine uses may be established, discontinued, or amended without the consent of the individuals involved. However, new or changed routine uses must be published in the **Federal Register** at least 30 days before actually disclosing any records under their provisions (see Subpart G of this part).

(5) In addition to the routine uses established by the individual system notices, common blanket routine uses for all DoD-maintained systems of records have been established (see Appendix C). These blanket routine uses are published only at the beginning of the listing of system notices for each Component in the **Federal Register** (see paragraph (a)(1) of § 286a.62, Subpart G of this part). Unless a system notice specifically excludes a system from a given blanket routine use, all blanket routine uses apply.

(6) If the recipient has not been identified in the **Federal Register** or a use to which the recipient intends to put the record has not been published in the system notice as a routine use, the written permission of the individual is required before release or use of the record for that purpose.

(f) *Disclosures to the Bureau of the Census.* Records in DoD systems of records may be disclosed without the consent of the individuals to whom they pertain to the Bureau of the Census for purposes of planning or carrying out a census survey or related activities pursuant to the provisions of 13 U.S.C., section 8.

(g) *Disclosures for statistical research and reporting.* (1) Records may be disclosed for statistical research and reporting without the consent of the individuals to whom they pertain. Before such disclosures the recipient must provide advance written assurance that:

(i) The records will be used as statistical research or reporting records;

(ii) The records will only be transferred in a form that is not individually identifiable; and

(iii) The records will not be used, in whole or in part, to make any determination about the rights, benefits, or entitlements of specific individuals.

(2) A disclosure accounting (see paragraph (a) of § 286a.44 of this part) is not required when information that is not identifiable individually is released for statistical research or reporting.

(h) *Disclosures to the National Archives and Records Administration (NARA) General Services Administration.* (1) Records may be disclosed without the consent of the individual to whom they pertain to the NARA if they:

(i) Have historical or other value to warrant continued preservation; or

(ii) For evaluation by the NARA to determine if a record has such historical or other value.

(2) Records transferred to a Federal Records Center (FRC) for safekeeping and storage do not fall within this category. These remain under the control of the transferring Component, and the FRC personnel are considered agents of the Component which retains control over the records. No disclosure accounting is required for the transfer of records to the FRCs.

(i) *Disclosures for law enforcement purposes.* (1) Records may be disclosed without the consent of the individual to whom they pertain to another agency or an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity, provided:

(i) The civil or criminal law enforcement activity is authorized by law;

(ii) The head of the law enforcement activity or a designee has made a written request specifying the particular records desired and the law enforcement purpose (such as criminal investigations, enforcement of a civil law, or a similar purpose) for which the record is sought; and

(iii) There is no federal statute that prohibits the disclosure of the records.

(2) Normally, blanket requests for access to any and all records pertaining to an individual are not honored.

(3) When a record is released to a law enforcement activity under paragraph (i)(1) of this section, maintain a disclosure accounting. This disclosure accounting shall not be made available to the individual to whom the record pertains if the law enforcement activity requests that the disclosure not be released.

(4) The blanket routine use for Law Enforcement (Appendix C, section A.) applies to all DoD Component systems notices (see paragraph (e)(5) of this section). Only by including this routine use can a Component, on its own initiative, report indications of violations of law found in a system of records to a law enforcement activity without the consent of the individual to whom the record pertains (see paragraph (i)(1) of this section when responding to requests from law enforcement activities).

(j) *Emergency disclosures.* (1) Records may be disclosed without the consent of the individual to whom they pertain if disclosure is made under compelling circumstances affecting the health or safety of any individual. The affected individual need not be the subject of the record disclosed.

(2) When such a disclosure is made, notify the individual who is the subject of the record. Notification sent to the last known address of the individual as reflected in the records is sufficient.

(3) The specific data to be disclosed is at the discretion of releasing authority.

(4) Emergency medical information may be released by telephone.

(k) *Disclosures to Congress and the General Accounting Office.* (1) Records may be disclosed without the consent of the individual to whom they pertain to either House of the Congress or to any committee, joint committee or subcommittee of Congress if the release pertains to a matter within the jurisdiction of the committee. Records may also be disclosed to the General Accounting Office (GAO) in the course of the activities of GAO.

(2) The blanket routine use for "Congressional Inquiries" (see Appendix C, section D.) applies to all systems; therefore, there is no need to verify that the individual has authorized the release of his or her record to a congressional member when responding to a congressional constituent inquiry.

(3) If necessary, accept constituent letters requesting a member of Congress to investigate a matter pertaining to the individual as written authorization to provide access to the records to the congressional member or his or her staff.

(4) The verbal statement by a congressional staff member is acceptable to establish that a request has been received from the person to whom the records pertain.

(5) If the constituent inquiry is being made on behalf of someone other than the individual to whom the record pertains, provide the congressional member only that information releasable under the Freedom of Information Act (5 U.S.C. 552). Advise the congressional member that the written consent of the individual to whom the record pertains is required before any additional information may be released. Do not contact individuals to obtain their consents for release to congressional members unless a congressional office specifically requests that this be done.

(6) Nothing in paragraph (k)(2) of this section prohibits a Component, when appropriate, from providing the record directly to the individual and notifying the congressional office that this has been done without providing the record to the congressional member.

(7) See paragraph (e) of § 286a.33 of this part for the policy on assessing fees for Members of Congress.

(8) Make a disclosure accounting each time a record is disclosed to either House of Congress, to any committee, joint committee, or subcommittee of Congress, to any congressional member, or GAO.

(l) *Disclosures under court orders.* (1) Records may be disclosed without the consent of the person to whom they pertain under a court order signed by a judge of a court of competent jurisdiction. Releases may also be made under the compulsory legal process of federal or state bodies having authority to issue such process.

(2) When a record is disclosed under this provision, make reasonable efforts to notify the individual to whom the record pertains, if the legal process is a matter of public record.

(3) If the process is not a matter of public record at the time it is issued, seek to be advised when the process is made public and make reasonable efforts to notify the individual at that time.

(4) Notification sent to the last known address of the individual as reflected in the records is considered reasonable effort to notify.

(5) Make a disclosure accounting each time a record is disclosed under a court order or compulsory legal process.

(m) *Disclosures to consumer reporting agencies.* (1) Certain personal information may be disclosed to consumer reporting agencies as defined by the Federal Claims Collection Act of 1966, as amended (31 U.S.C. section 952(d)).

(2) Under the provisions of paragraph (m)(1) of this section, the following information may be disclosed to a consumer reporting agency:

(i) Name, address, taxpayer identification number (SSN), and other information necessary to establish the identity of the individual.

(ii) The amount, status, and history of the claim.

(iii) The agency or program under which the claim arose.

(3) The Federal Claims Collection Act of 1966, as amended (31 U.S.C. section 952(d)) specifically requires that the system notice for the system of records from which the information will be disclosed indicates that the information may be disclosed to a "consumer reporting agency."

§ 286a.42 Disclosures to Commercial Enterprises.

(1) *General policy.* (1) Make releases of personal information to commercial enterprises under the criteria established by the DoD Freedom of Information Program (32 CFR Part 286).

(2) The relationship of commercial enterprises to their clients or customers and to the Department of Defense are not changed by this part.

(3) The DoD policy on personal indebtedness for military personnel is contained in 32 CFR Part 43a and for civilian employees in the Office of Personnel Management, Federal Personnel Manual (5 CFR Part 550).

(b) *Release of personal information.* (1) Any information that must be released under the Freedom of Information (5 U.S.C. 552) may be released to a commercial enterprise without the individual's consent (see paragraph (b) of § 286a.41 of this subpart).

(2) Commercial enterprises may present a signed consent statement setting forth specific conditions for release of personal information. Statements such as the following, if signed by the individual, are considered valid:

> I hereby authorize the Department of Defense to verify my Social Security Number or other identifying information and to disclose my home address and telephone number to authorized representatives of (name of commercial enterprise) so that they may use this information in connection with my commercial dealings with that enterprise. All information furnished will be used in connection with my financial relationship with (name of commercial enterprise).

(3) When a statement of consent as outlined in paragraph (b)(2) of this section is presented, provide the requested information if its release is not prohibited by some other regulation or statute.

(4) Blanket statements of consent that do not identify specifically the Department of Defense or any of its Components, or that do not specify exactly the type of information to be released, may be honored if it is clear that the individual in signing the consent statement intended to obtain a personal benefit (for example, a loan to buy a house) and was aware of the type information that would be sought. Care should be exercised in these situations to release only the minimum amount of personal information essential to obtain the benefit sought.

(5) Do not honor request from commercial enterprises for official evaluation of personal characteristics, such as evaluation of personal financial habits.

§ 286a.43 Disclosures to the Public from Health Care Records.

(a) *Section applicability.* This section applies to the release of information to the news media or the public concerning persons treated or hospitalized in DoD medical facilities and patients of nonfederal medical facilities for whom the cost of the care is paid by the Department of Defense.

(b) *General disclosure.* Normally, the following may be released without the patient's consent.

(1) Personal information concerning the patient. See 32 CFR Part 286, The DoD Freedom of Information Act Program and paragraph (c) of § 286a.41.

(2) Medical condition:

(i) Date of admission or disposition;

(ii) The present medical assessment of the individual's condition in the following terms if the medical doctor has volunteered the information:

(A) The individual's condition is presently (stable) (good) (fair) (serious) or (critical), and

(B) Whether the patient is conscious, semiconscious, or unconscious.

(c) *Individual consent.* (1) Detailed medical and other personal information may be released in response to inquiries from the news media and public if the patient has given his or her informed consent to such a release.

(2) If the patient is not conscious or competent, no personal information except that required by the Freedom of Information Act (5 U.S.C. 552) shall be released until there has been enough improvement in the patient to ensure he or she can give informed consent or a guardian has been appointed legally for the patient and the guardian has given consent on behalf of the patient.

(3) The consent described in paragraph (c)(1) of this section regarding patients who are minors must be given by the parent of legal guardian.

(d) *Information that may be released with individual consent.* (1) Any item of personal information may be released, if the patient has given his or her informed consent to its release.

(2) Releasing medical information about patients shall be done with discretion, so as not to embarrass the patient, his or her family, or the Department of Defense, needlessly.

(e) *Disclosures to other government agencies.* This subpart does not limit the disclosures of personal medical information to other government agencies for use in determining eligibility for special assistance or other benefits.

§ 286a.44 Disclosure accounting.

(a) *Disclosure accountings.* (1) Keep an accurate record of all disclosures made from any system of records except disclosures:

(i) To DoD personnel for use in the performance of their official duties; or

(ii) Under 32 CFR Part 286, The DoD Freedom of Information Program.

(2) In all other cases a disclosure accounting is required even if the individual has consented to the disclosure of the information pertaining to him or her.

(3) Disclosure accountings:

(i) Permit individuals to determine to whom information has been disclosed;

(ii) Enable the activity to notify past recipients of disputed or corrected information (paragraph (i)(1) of § 286a.32, Subpart D of this part); and

(iii) Provide a method of determining compliance with paragraph (c) of § 286a.40 of this part.

(b) *Contents of disclosure accountings.* As a minimum, disclosure accounting shall contain:

(1) The date of the disclosure.

(2) A description of the information released.

(3) The purpose of the disclosure.

(4) The name and address of the person or agency to whom the disclosure was made.

(c) *Methods of disclosure accounting.* Use any system of disclosure accounting that will provide readily the necessary disclosure information (see paragraph (a)(3) of this section).

(d) *Accounting for mass disclosures.* When numerous similar records are released (such as transmittal of payroll checks to a bank), identify the category of records disclosed and include the data required by paragraph (b) of this section in some form that can be used to construct an accounting disclosure record for individual records if required (see paragraph (a)(3) of this section).

(e) *Disposition of disclosure accounting records.* Retain disclosure accounting records for 5 years after the disclosure or the life of the record, whichever is longer.

(f) *Furnishing disclosure accountings to the individual.* (1) Make available to the individual to whom the record pertains all disclosure accountings except when:

(i) The disclosure has been made to a law enforcement activity under paragraph (i) of § 286a.41 of this part and the law enforcement activity has requested that disclosure not be made; or

(ii) The system of records has been exempted from the requirement to furnish the disclosure accounting under the provisions of paragraph (b) of § 286a.50, Subpart F of this part.

(2) If disclosure accountings are not maintained with the record and the individual requests access to the accounting, prepare a listing of all disclosures (see paragraph (b) of this section) and provide this to the individual upon request.

Subpart F—Exemptions

§ 286a.50 Use and establishment of exemptions.

(a) *Types of exemptions.* (1) There are two types of exemptions permitted by the Privacy Act.

(i) General exemptions that authorize the exemption of a system of records from all but certain specifically identified provisions of the Act.

(ii) Specific exemptions that allow a system of records to be exempted only from certain designated provisions of the Act.

(2) Nothing in the Act permits exemption of any system of records from all provisions of the Act (see Appendix D).

(b) *Establishing exemptions.* (1) Neither general nor specific exemptions are established automatically for any system of records. The head of the DoD Component maintaining the system of records must make a determination whether the system is one for which an exemption properly may be claimed and then propose and establish an exemption rule for the system. No system of records within the Department of Defense shall be considered exempted until the head of the Component has approved the exemption and an exemption rule has been published as a final rule in the **Federal Register** (see paragraph (e) of § 286a.60, Subpart G of this part).

(2) Only the head of the DoD Component or an authorized designee may claim an exemption for a system of records.

(3) A system of records is considered exempt only from those provisions of the Privacy Act (5 U.S.C. 552a) which are identified specifically in the Component exemption rule for the system and which are authorized by the Privacy Act.

(4) To establish an exemption rule, see § 286a.61 of Subpart G of this part.

(c) *Blanket exemption for classified material.* (1) Include in the Component rules a blanket exemption under 5 U.S.C. 552a(k)(1) of the Privacy Act from the access provisions (5 U.S.C. 552a(d)) and the notification of access procedures (5 U.S.C. 522a(e)(4)(H)) of the Act for all classified material in any system of records maintained.

(2) Do not claim specifically an exemption under section 552a(k)(1) of the Privacy Act for any system of records. The blanket exemption affords protection to all classified material in all systems of records maintained.

(d) *Provisions from which exemptions may be claimed.* (1) The head of a DoD Component may claim an exemption from any provision of the Act from which an exemption is allowed (see Appendix D).

(2) Notify the Defense Privacy Office ODASD(A) before claiming an exemption for any system of records from the following:

(i) The exemption rule publication requirement (5 U.S.C. 552a(j)) of the Privacy Act.

(ii) The requirement to report new systems of records (5 U.S.C. 552a(o)); or

(iii) The annual report requirement (5 U.S.C. 552a(p)).

(e) *Use of exemptions.* (1) Use exemptions only for the specific purposes set forth in the exemption rules (see paragraph (b) of § 286a.61, Subpart G of this part).

(2) Use exemptions only when they are in the best interest of the government and limit them to the specific portions of the records requiring protection.

(3) Do not use an exemption to deny an individual access to any record to which he or she would have access under the Freedom of Information Act (5 U.S.C. 552).

(f) *Exempt records in nonexempt systems.* (1) Exempt records temporarily in the hands of another Component are considered the property of the originating Component and access to these records is controlled by the system notices and rules of the originating Component.

(2) Records that are actually incorporated into a system of records may be exempted only to the extent the system of records into which they are incorporated has been granted an exemption, regardless of their original status or the system of records for which they were created.

(3) If a record is accidentally misfiled into a system of records, the system notice and rules for the system in which it should actually be filed will govern.

§ 286a.51 General exemptions.

(a) *Use of the general exemptions.* (1) No DoD Component is authorized to claim the exemption for records maintained by the Central Intelligence Agency established by 5 U.S.C. 552a(j)(1) of the Privacy Act.

(2) The general exemption established by 5 U.S.C. 552a(j)(2) of the Privacy Act may be claimed to protect investigative records created and maintained by law-enforcement activities of a DoD Component.

(3) To qualify for the (j)(2) exemption, the system of records must be maintained by an element that performs as its principal function enforcement of the criminal law, such as U.S. Army Criminal Investigation Command (CIDC), Naval Investigative Service (NIS), the Air Force Office of Special Investigations (AFOSI), and military police activities. Law enforcement includes police efforts to detect, prevent, control, or reduce crime, to apprehend or identify criminals; and the activities of correction, probation, pardon, or parole authorities.

(4) Information that may be protected under the (j)(2) exemption include:

(i) Records compiled for the purpose of identifying criminal offenders and alleged offenders consisting only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, parole, and probation status (so-called criminal history records);

(ii) Reports and other records compiled during criminal investigations, to include supporting documentation.

(iii) Other records compiled at any stage of the criminal law enforcement process from arrest or indictment through the final release from parole supervision, such as presentence and parole reports.

(5) The (j)(2) exemption does not apply to:

(i) Investigative records prepared or maintained by activities without primary law-enforcement missions. It may not be claimed by any activity that does not have law enforcement as its principal function.

(ii) Investigative records compiled by any activity concerning employee suitability, eligibility, qualification, or for individual access to classified material regardless of the principal mission of the compiling DoD Component.

(6) The (j)(2) exemption claimed by the law-enforcement activity will not protect investigative records that are incorporated into the record system of a nonlaw enforcement activity or into nonexempt systems of records (see paragraph (f)(2) of § 286a.50 of this part). Therefore, all system managers are cautioned to comply with the various regulations prohibiting or limiting the incorporation of investigatory records into system of records other than those maintained by law-enforcement activities.

(b) *Access to records for which a (j)(2) exemption is claimed.* Access to investigative records in the hands of a law-enforcement activity or temporarily in the hands of a military commander or other criminal adjudicative activity shall be processed under 32 CFR Part 286, The DoD Freedom of Information Act Program, provided that the system of records from which the file originated is a law enforcement record system that has been exempted from the access provisions of this part (see paragraph (h) of § 286a.30, Subpart D of this part).

§ 286a.52 Specific Exemptions.

(a) *Use of the specific exemptions.* The specific exemptions permit certain categories of records to be exempted from certain specific provisions of the Privacy Act (see Appendix D). To establish a specific exemption, the records must meet the following criteria (parenthetical references are to the appropriate subsection of the Privacy Act (5 U.S.C. 552a(k)):

(1) *The (k)(1).* Information specifically authorized to be classified under the DoD Information Security Program Regulation, 32 CFR Part 159. (see also paragraph (c) of this section).

(2) *The (k)(2).* Investigatory information compiled for law-enforcement purposes by nonlaw enforcement activities and which is not within the scope of paragraph (a) of § 286a.51 of this part. If an individual is denied any right, privilege or benefit that he or she is otherwise entitled by federal law or for which he or she would otherwise be eligible as a result of the maintenance of the information, the individual will be provided access to the information except to the extent that disclosure would reveal the identity of a confidential source. This subsection when claimed allows limited protection of investigative reports maintained in a system of records used in personnel or administrative actions.

(3) *The (k)(3).* Records maintained in connection with providing protective services to the President and other individuals under 18 U.S.C., Section 3506.

(4) *The (k)(4).* Records maintained solely for statistical research or program evaluation purposes and which are not used to make decisions on the rights, benefits, or entitlement of an individual except for census records which may be disclosed under 13 U.S.C., section 8.

(5) *The (k)(5).* Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, federal contracts, or access to classified information, but only to the extent such material would reveal the identity of a confidential source. This provision allows protection of confidential sources used in background investigations, employment inquiries, and similar inquiries that are for personnel screening to determine suitability, eligibility, or qualifications.

(6) *The (k)(6).* Testing or examination material used solely to determine individual qualifications for appointment or promotion in the federal or military service, if the disclosure would compromise the objectivity or fairness of the test or examination process.

(7) *The (k)(7).* Evaluation material used to determine potential for promotion in the Military Services, but only to the extent that the disclosure of such material would reveal the identity of a confidential source.

(b) *Promises of confidentiality.* (1) Only the identity of sources that have been given an express promise of confidentiality may be protected from disclosure under paragraphs (a)(2), (5) and (7) of this section. However, the identity of sources who were given implied promises of confidentiality in inquiries conducted before September 27, 1975, may also be protected from disclosure.

(2) Ensure that promises of confidentiality are used on a limited basis in day-to-day operations. Establish appropriate procedures and identify fully those categories of individuals who may make such promises. Promises of confidentiality shall be made only when they are essential to obtain the information sought.

(c) *Access to records for which specific exemptions are claimed.* Deny the individual access only to those portions of the records for which the claimed exemption applies.

Subpart G—Publication Requirements

§ 286a.60 Federal Register publication.

(a) *What must be published in the* **Federal Register**. (1) Three types of documents relating to the Privacy Program must be published in the **Federal Register**:

(i) DoD Component Privacy Program rules;

(ii) Component exemption rules; and

(iii) System notices.

(2) See DoD 5025.1–M, "Directives Systems Procedures," and DoD Directive 5400.9, (32 CFR Part 296) "Publication of Proposed and Adopted Regulations Affecting the Public" for information pertaining to the preparation of documents for publication in the **Federal Register.**

(b) *The effect of publication in the* **Federal Register.** Publication of a document in the **Federal Register** constitutes official public notice of the existence and content of the document.

(c) *DoD Component rules.* (1) Component Privacy Program procedures and Component exemption rules are subject to the rulemaking procedures prescribed in 32 CFR Part 296.

(2) System notices are not subject to formal rulemaking and are published in the **Federal Register** as "Notices," not rules.

(3) Privacy procedural and exemption rules are incorporated automatically into the Code of Federal Regulations (CFR). System notices are not published in the CFR.

(d) *Submission of rules for publication.* (1) Submit to the Defense Privacy Office, ODASD(A), all proposed rules implementing this part in proper format (see Appendices E, F and G) for publication in the **Federal Register.**

(2) This part has been published as a final rule in the **Federal Register** (32 CFR Part 286a). Therefore, incorporate it into your Component rules by reference rather than by republication.

(3) DoD Component rules that simply implement this part need only be published as final rules in the **Federal Register** (see DoD 5025.1–M, "Directives System Procedures," and DoD Directive 5400.9, "Publication of Proposed and Adopted Regulations Affecting the Public," (32 CFR Part 296).

(4) Amendments to Component rules are submitted like the basic rules.

(5) The Defense Privacy Office ODASD(A) submits the rules and

amendments thereto to the **Federal Register** for publication.

(e) *Submission of exemption rules for publication.* (1) No system of records within the Department of Defense shall be considered exempt from any provision of this part until the exemption and the exemption rule for the system has been published as a final rule in the **Federal Register** (see paragraph (c) of this section).

(2) Submit exemption rules in proper format to the Defense Privacy Office ODASD(A). After review, the Defense Privacy Office will submit the rules to the **Federal Register** for publication.

(3) Exemption rules require publication both as proposed rules and final rules (see DoD Directive 5400.9, 32 CFR Part 296).

(4) Section 286a.61 of this subpart discusses the content of an exemption rule.

(5) Submit amendments to exemption rules in the same manner used for establishing these rules.

(f) *Submission of system notices for publication.* (1) While system notices are not subject to formal rulemaking procedures, advance public notice must be given before a Component may begin to collect personal information or use a new system of records. The notice procedures require that:

(i) The system notice describes the contents of the record system and the routine uses for which the information in the system may be released.

(ii) The public be given 30 days to comment on any proposed routine uses before implementation; and

(iii) The notice contain the data on which the system will become effective.

(2) Submit system notices to the Defense Privacy Office in the Federal Register format (see Appendix E). The Defense Privacy Office transmits the notices to the **Federal Register** for publication.

(3) Section 286a.62 of this subpart discusses the specific elements required in a system notice.

§ 286a.61 Exemption rules.

(a) *General procedures.* Paragraph (b)(1) of § 286a.50, Subpart F, of this part, provides the general guidance for establishing exemptions for systems of records.

(b) *Contents of exemption rules.* (1) Each exemption rule submitted for publication must contain the following:

(i) The record system identification and title of the system for which the exemption is claimed (see § 286a.62 of this subpart);

(ii) The specific subsection of the Privacy Act under which exemptions for the system are claimed (for example, 5 U.S.C. 552a(j)(2), 5 U.S.C. 552a(k)(3); or 5 U.S.C. 552a(k)(7);

(iii) The specific provisions and subsections of the Privacy Act from which the system is to be exempted (for example, 5 U.S.C. 552a(c)(3), or 5 U.S.C. 552a(d)(1)–(5)) (see Appendix D); and

(iv) The specific reasons why an exemption is being claimed from each subsection of the Act identified.

(2) Do not claim an exemption for classified material for individual systems of records, since the blanket exemption applies (see paragraph (c) of § 286a.50 of Subpart F of this part).

§ 286a.62 System notices.

(a) *Contents of the system notices.* (1) The following data captions are included in each system notice:

(i) System identification (see paragraph (b) of this section).

(ii) System name (see paragraph (c) of this section).

(iii) System location (see paragraph (d) of this section).

(iv) Categories of individuals covered by the system (see paragraph (e) of this section).

(v) Categories of records in the system (see paragraph (f) of this section).

(vi) Authority for maintenance of the system (see paragraph (g) of this section).

(vii) Purpose(s) (see paragraph (h) of this section).

(viii) Routine uses of records maintained in the system, including categories of users, uses, and purposes of such uses (see paragraph (i) of this section).

(ix) Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system (see paragraph (j) of this section).

(x) Systems manager(s) and address (see paragraph (k) of this section).

(xi) Notification procedure (see paragraph (l) of this section).

(xii) Record access procedures (see paragraph (m) of this section).

(xiii) Contesting records procedures (see paragraph (n) of this section.)

(xiv) Record source categories (see paragraph (o) of this section).

(xv) Systems exempted from certain provision of the Act (see paragraph (p) of this section).

(2) The captions listed in paragraph (a)(1) of this section have been mandated by the Office of Federal Register and must be used exactly as presented.

(3) A sample system notice is shown in Appendix E.

(b) *System identification.* The system identifier must appear on all system notices and is limited to 21 positions, including Component code, file number and symbols, punctuation, and spacing.

(c) *System name.* (1) The name of the system should reasonably identify the general purpose of the system and, if possible, the general categories of individuals involved.

(2) Use acronyms only parenthetically following the title or any portion thereof, such as, "Joint Uniform Military Pay System (JUMPS)." Do not use acronyms that are not commonly known unless they are preceded by an explanation.

(3) The system name may not exceed 55 character positions including punctuation and spacing.

(d) *System location.* (1) For systems maintained in a single location provide the exact office name, organizational identity, and address or routing symbol.

(2) For geographically or organizationally decentralized systems, specify each level of organization or element that maintains a segment of the system.

(3) For automated data systems with a central computer facility and input/output terminals at several geographically separated locations, list each location by category.

(4) When multiple locations are identified by type of organization, the system location may indicate that official mailing addresses are contained in an address directory published as an appendix to the Component system notices in the **Federal Register**. Information concerning format requirements for preparation of an address directory may be obtained from the project officer, Air Force 1st Information Systems Group (AF/1ISG/GNR), Washington, DC 20330–6345.

(5) If no address directory is used or the addresses in the directory are incomplete, the address of each location where a segment of the record system is maintained must appear under the "System Location" caption.

(6) Classified addresses are not listed, but the fact that they are classified is indicated.

(7) Use the standard U.S. Postal Service two letter state abbreviation symbols and zip codes for all domestic addresses.

(e) *Categories of individuals covered by the system.* (1) Set forth the specific categories of individuals to whom records in the system pertain in clear, easily understood, nontechnical terms.

(2) Avoid the use of broad over-general descriptions, such as "all Army personnel" or "all military personnel" unless this actually reflects the category of individuals involved.

(f) *Categories of records in the system.* (1) Describe in clear, nontechnical terms the types of records maintained in the system.

(2) Only documents actually retained in the system of records shall be described, not source documents that are used only to collect data and then destroyed.

(g) *Authority for maintenance of the system.* (1) Cite the specific provision of the federal statute or Executive Order that authorizes the maintenance of the system.

(2) Include with citations for statutes the popular names, when appropriate (for example, Title 51, United States Code, section 2103, "Tea-Tasters Licensing Act"), and for Executive Orders, the official title (for example, Executive Order No. 9397, "Numbering System for Federal Accounts Relating to Individual Persons").

(3) Cite the statute or Executive Order establishing the Component for administrative housekeeping records.

(4) If the Component is chartered by a DoD Directive, cite that Directive as well as the Secretary of Defense authority to issue the Directive. For example, "Pursuant to the authority contained in the National Security Act of 1947, as amended (10 U.S.C. 133d), the Secretary of Defense has issued DoD Directive 5105.21, the charter of the Defense Intelligence Agency (DIA) as a separate Agency of the Department of Defense under his control. Therein, the Director, DIA, is charged with the responsibility of maintaining all necessary and appropriate records."

(h) *Purpose or purposes.* (1) List the specific purposes for maintaining the system of records by the Component.

(2) Include the uses made of the information within the Component and the Department of Defense (so-called "internal routine uses").

(i) *Routine uses.* (1) The blanket routine uses (Appendix C) that appear at the beginning of each Component compilation apply to all systems notices unless the individual system notice specifically states that one or more of them do not apply to the system. List the blanket routine uses at the beginning of the Component listing of system notices (see paragraph (e)(5) of § 286a.41 of Subpart E of this part).

(2) For all other routine uses, when practical, list the specific activity to which the record may be released, to include any routine automated system interface (for example, "to the Department of Justice, Civil Rights Compliance Division," "to the Veterans Administration, Office of Disability Benefits," or "to state and local health agencies").

(3) For each routine user identified, include a statement as to the purpose or purposes for which the record is to be released to that activity (see paragraph (e) of § 286a.41 of Subpart E of this part). The routine uses should be compatible with the purpose for which the record was collected or obtained (see paragraph (p) of § 286a.3, Subpart A of this part).

(4) Do not use general statements, such as, "to other federal agencies as required" or "to any other appropriate federal agency."

(j) *Policies and practices for storing, retiring, accessing, retaining, and disposing of records.* This caption is subdivided into four parts:

(1) *Storage.* Indicate the medium in which the records are maintained. (For example, a system may be "automated", maintained on magnetic tapes or disks, "manual", maintained in paper files, or "hybrid", maintained in a combination of paper and automated form.) Storage does not refer to the container or facility in which the records are kept.

(2) *Retrievability.* Specify how the records are retrieved (for example, name and SSN, name, SSN) and indicate whether a manual or computerized index is required to retrieve individual records.

(3) *Safeguards.* List the categories of Component personnel having immediate access and those responsible for safeguarding the records from unauthorized access. Generally identify the system safeguards (such as storage in safes, vaults, locked cabinets or rooms, use of guards, visitor registers, personnel screening, or computer "fail-safe" systems software). Do not describe safeguards in such detail so as to compromise system security.

(4) *Retention and Disposal.* Indicate how long the record is retained. When appropriate, also state the length of time the records are maintained by the Component, when they are transferred to a Federal Records Center, length of retention at the Record Center and when they are transferred to the National Archivist or are destroyed. A reference to a Component regulation without further detailed information is insufficient.

(k) *System manager(s) and address.* (1) List the title and address of the official responsible for the management of the system.

(2) If the title of the specific official is unknown, such as for a local system, specify the local commander or office head as the systems manager.

(3) For geographically separated or organizationally decentralized activities for which individuals may deal directly with officials at each location in exercising their rights, list the position or duty title of each category of officials responsible for the system or a segment thereof.

(4) Do not include business or duty addresses if they are listed in the Component address directory.

(l) *Notification procedures.* (1) If the record system has been exempted from subsection (e)(4)(G) of the Privacy Act (5 U.S.C. 552a) (see paragraph (d) of § 286a.50 of this part), so indicate.

(2) For all nonexempt systems, describe how an individual may determine if there are records pertaining to him or her in the system. The procedural rules may be cited, but include a brief procedural description of the needed data. Provide sufficient information in the notice to allow an individual to exercise his or her rights without referral to the formal rules.

(3) As a minimum, the caption shall include:

(i) The official title (normally the system manager) and official address to which the request is to be directed;

(ii) The specific information required to determine if there is a record of the individual in the system.

(iii) Identification of the offices through which the individual may obtain access; and

(iv) A description of any proof of identity required (see paragraph (c)(1) of § 286a.30 of this part).

(4) When appropriate, the individual may be referred to a Component official who shall provide this data to him or her.

(m) *Record access procedures.* (1) If the record system has been exempted from subsection (e)(4)(H) of the Privacy Act (5 U.S.C. 552a) (see paragraph (d) of § 286a.50 of this part), so indicate.

(2) For all nonexempt records systems, describe the procedures under which individuals may obtain access to the records pertaining to them in the system.

(3) When appropriate, the individual may be referred to the system manager or Component official to obtain access procedures.

(4) Do not repeat the addresses listed in the Component address directory but refer the individual to that directory.

(n) *Contesting record procedures.* (1) If the record system has been exempted from subsection (e)(4)(H) of the Privacy Act (5 U.S.C. 552a) (see paragraph (d) of § 286a.50 of this part), so indicate.

(2) For all nonexempt systems of records, state briefly how an individual may contest the content of a record pertaining to him or her in the system.

(3) The detailed procedures for contesting record accuracy, refusal of access or amendment, or initial review and appeal need not be included if they are readily available elsewhere and can

be referred to by the public. (For example, "The Defense Mapping Agency rules for contesting contents and for appealing initial determinations are contained in DMA Instruction 5400.11 (32 CFR Part 295c).")

(4) The individual may also be referred to the system manager to determine these procedures.

(o) *Record source categories.* (1) If the record system has been exempted from subsection (e)(4)(I) of the Privacy Act (5 U.S.C. 552a) (see paragraph (d) of § 286a.50, Subpart F of this part), so indicate.

(2) For all nonexempt systems of records, list the sources of the information in the system.

(3) Specific individuals or institutions need not be identified by name, particularly if these sources have been granted confidentiality (see paragraph (b) of § 286a.52, Subpart F of this part).

(p) *System exempted from certain provisions of the Act.* (1) If no exemption has been claimed for the system, indicate "None."

(2) If there is an exemption claimed indicate specifically under which subsection of the Privacy Act (5 U.S.C. 552a) it is claimed.

(3) Cite the regulation and CFR section containing the exemption rule for the system. (For example, "Parts of this record system may be exempt under Title 5, United States Code, Sections 552a(k)(2) and (5), as applicable. See exemption rules contained in Army Regulation 340–21 (32 CFR Part 505).")

(q) *Maintaining the master DoD system notice registry.* (1) The Defense Privacy Office, ODASD(A) maintains a master registry of all DoD record systems notices.

(2) Coordinate with the Defense Privacy Office, ODASD(A) to ensure that all new systems are added to the master registry and all amendments and alterations are incorporated into the master registry.

§ 286a.63 New and altered record systems.

(a) *Criteria for a new record system.* (1) A new system of records is one for which there has been no system notice published in the **Federal Register.**

(2) If a notice for a system of records has been canceled or deleted before reinstating or reusing the system, a new system notice must be published in the **Federal Register.**

(b) *Criteria for an altered record system.* A system is considered altered whenever one of the following actions occurs or is proposed:

(1) A significant increase or change in the number or type of individuals about whom records are maintained.

(i) Only changes that alter significantly the character and purpose of the record system are considered alterations.

(ii) Increases in numbers of individuals due to normal growth are not considered alterations unless they truly alter the character and purpose of the system;

(iii) Increases that change significantly the scope of population covered (for example, expansion of a system of records covering a single command's enlisted personnel to include all of the Component's enlisted personnel would be considered an alteration).

(iv) A reduction in the number of individuals covered is not an alteration, but only an amendment (see paragraph (a) of § 286a.64 of this subpart).

(v) All changes that add new categories of individuals to system coverage require a change to the "Categories of individuals covered by the system" caption of the notice (paragraph (e) of § 286a.62) and may require changes to the "Purpose(s)" caption (paragraph (h) of § 286a.62).

(2) An expansion in the types or categories of information maintained.

(i) The addition of any new category of records not described under the "Categories of Records in System" caption is considered an alteration.

(ii) Adding a new data element which is clearly within the scope of the categories of records described in the existing notice is an amendment (see paragraph (a) of § 286a.64 of this subpart).

(iii) All changes under this criterion require a change to the "Categories of Records in System" caption of the notice (see paragraph (f) of § 286a.62 of this subpart).

(3) An alteration in the manner in which the records are organized or the manner in which the records are indexed and retrieved.

(i) The change must alter the nature of use or scope of the records involved (for example, combining records systems in a reorganization).

(ii) Any change under this criteria requires a change in the "Retrievability" caption of the system notice (see paragraph (j)(2) of § 286a.62 of this subpart).

(iii) If the records are no longer retrieved by name or personal identifier cancel the system notice (see paragraph (a) of § 286a.10 of Subpart B of this part).

(4) A change in the purpose for which the information in the system is used.

(i) The new purpose must not be compatible with the existing purposes for which the system is maintained or a use that would not reasonably be expected to be an alteration.

(ii) If the use is compatible and reasonably expected there is no change in purpose and no alteration occurs.

(iii) Any change under this criterion requires a change in the "Purpose(s)" caption (see paragraph (h) of § 286a.62 of this subpart) and may require a change in the "Authority for maintenance of the system" caption (see paragraph (g) of § 286a.62 of this subpart).

(5) Changes that alter the computer environment (such as changes to equipment configuration, software, or procedures) so as to create the potential for greater or easier access.

(i) Increasing the number of offices with direct access is an alteration.

(ii) Software releases, such as operating systems and system utilities that provide for easier access are considered alterations.

(iii) The addition of an on-line capability to a previously batch-oriented system is an alteration.

(iv) The addition of peripheral devices such as tape devices, disk devices, card readers, printers, and similar devices to an existing ADP system constitute an amendment if system security is preserved (see paragraph (a) of § 286a.64 of this subpart).

(v) Changes to existing equipment configuration with on-line capability need not be considered alterations to the system if:

(A) The change does not alter the present security posture; or

(B) The addition of terminals does not extend the capacity of the current operating system and existing security is preserved;

(vi) The connecting of two or more formerly independent automated systems or networks together creating a potential for greater access is an alteration.

(vii) Any change under this caption requires a change to the "Storage" caption element of the systems notice (see paragraph (j)(1) of § 286a.62 of this subpart).

(c) *Reports of new and altered systems.* (1) Submit a report of a new or altered system to the Defense Privacy Office before collecting information for or using a new system or altering an existing system (see Appendix F and paragraph (d) of this section).

(2) The Defense Privacy Office, ODASD(A) coordinates all reports of new and altered systems with the Office of the Assistant Secretary of Defense (Legislative Affairs) and the Office of the General Counsel, Department of Defense.

(3) The Defense Privacy Office prepares for the DASD(A)'s approval and signature the transmittal letters sent to OMB and Congress (see paragraph (e) of this section).

(d) *Time restrictions on the operation of a new or altered system.* (1) All time periods begin from the date the DASD(A) signs the transmittal letters (see paragraph (c)(3) of this section). The specific time limits are:

(i) 60 days must elapse before data collection forms or formal instructions pertaining to the system may be issued.

(ii) 60 days must elapse before the system may become operational; (that is, collecting, maintaining, using, or disseminating records from the system) (see also paragraph (f) of § 286a.60 of this subpart).

(iii) 60 days must elapse before any public issuance of a Request for Proposal or Invitation to Bid for a new ADP or telecommunication system.

Note.—Requests for delegation of procurement authority may be submitted to the General Services Administration during the 60 days' waiting period, but these shall include language that the Privacy Act reporting criteria have been reviewed and that a system report is required for such procurement.

(4) Normally 30 days must elapse before publication in the **Federal Register** of the notice of a new or altered system (see paragraph (f) of § 286a.60 of this subpart) and the preamble to the **Federal Register** notice must reflect the date the transmittal letters to OMB and Congress were signed by DASD(A).

(2) Do not operate a system of records until the waiting periods have expired (see § 286a.103 of Subpart K of this part).

(e) *Outside review of new and altered systems reports.* If no objections are received within 30 days of a submission to the President of the Senate, Speaker of the House of Representatives, and the Director, OMB, of a new or altered system report it is presumed that the new or altered systems have been approved as submitted.

(f) *Exemptions for new systems.* See paragraph (e) of § 286a.60 of this subpart for the procedures to follow in submitting exemption rules for a new system of records.

(g) *Waiver of time restrictions.* (1) The OMB may authorize a federal agency to begin operation of a system of records before the expiration of time limits set forth in paragraph (d) of § 286a.63 of this subpart.

(2) When seeking such a waiver, include in the letter of transmittal to the Defense Privacy Office, ODASD(A) an explanation why a delay of 60 days in establishing the system of records would not be in the public interest. The transmittal must include:

(i) How the public interest will be affected adversely if the established time limits are followed; and

(ii) Why earlier notice was not provided.

(3) When appropriate, the Defense Privacy Office, ODASD(A) shall contact OMB and attempt to obtain the waiver.

(i) If a waiver is granted, the Defense Privacy Office, ODASD(A) shall notify the subcommittee and submit the new or altered system notice along with any applicable procedural or exemption rules for publication in the **Federal Register**.

(ii) If the waiver is disapproved, the Defense Privacy Office, ODASD(A) shall process the system the same as any other new or altered system and notify the subcommittee of the OMB decision.

(4) Under no circumstances shall the routine uses for new or altered system be implemented before 30 days have elapsed after publication of the system notice containing the routine uses in the **Federal Register**. This period cannot be waived.

§ 286a.64 Amendment and deletion of Systems Notices.

(a) *Criteria for an amended system notice.* (1) Certain minor changes to published systems notices are considered amendments and not alterations (see paragraph (b) of § 286a.63 of this subpart).

(2) Amendments do not require a report of an altered system (see paragraph (c) of § 286a.63 of this subpart), but must be published in the **Federal Register**.

(b) *System notices for amended systems.* When submitting an amendment for a system notice for publication in the **Federal Register** include:

(1) The system identification and name (see paragraph (b) and (c) of § 286a.62 of this subpart).

(2) A description of the nature and specific changes proposed.

(3) The full text of the system notice is not required if the master registry contains a current system notice for the system (see paragraph (q) of § 286a.62 of this subpart).

(c) *Deletion of system notices.* (1) Whenever a system is discontinued, combined into another system, or determined no longer to be subject to this part, a deletion notice is required.

(2) The notice of deletion shall include:

(i) The system identification and name.

(ii) The reason for the deletion.

(3) When the system is eliminated through combination or merger, identify the successor system or systems in the deletion notice.

(d) *Submission of amendments and deletions for publication.* (1) Submit amendments and deletions to the Defense Privacy Office, ODASD(A) for transmittal to the **Federal Register** for publication.

(2) Include in the submission at least one original (not a reproduced copy) in proper **Federal Register** format (see Appendix G).

(3) Multiple deletions and amendments may be combined into a single submission.

Subpart H—Training Requirements

§ 286a.70 Statutory training requirements.

The Privacy Act of 1974, as amended (5 U.S.C. 552a), requires each agency to establish rules of conduct for all persons involved in the design, development, operation, and maintenance of any system of record and to train these persons with respect to these rules.

§ 286a.71 OMB training guidelines.

The OMB guidelines require all agencies additionally to:

(a) Instruct their personnel in their rules of conduct and other rules and procedures adopted in implementing the Act, and inform their personnel of the penalties for noncompliance.

(b) Incorporate training on the special requirements of the Act into both formal and informal (on-the-job) training programs.

§ 286a.72 DoD training programs.

(a) To meet these training requirements, establish three general levels of training for those persons who are involved in any way with the design, development, operation, or maintenance of any system of records. These are:

(1) *Orientation.* Training that provides basic understanding of this Regulation as it applies to the individual's job performance. This training shall be provided to personnel, as appropriate, and should be a prerequisite to all other levels of training.

(2) *Specialized training.* Training that provides information as to the application of specific provisions of this part to specialized areas of job performance. Personnel of particular concern include, but are not limited to personnel specialists, finance officers, special investigators, paperwork managers, and other specialists (reports, forms, records, and related functions), computer systems development personnel, computer systems operations

personnel, statisticians dealing with personal data and program evaluations, and anyone responsible for implementing or carrying out functions under this part.

(3) *Management.* Training designed to identify for responsible managers (such as, senior system managers, denial authorities, decision-makers, and the managers of the functions described in § 286a.70 of this subpart) considerations that they shall take into account when making management decisions regarding the Defense Privacy Program.

(b) Include Privacy Act training in courses of training when appropriate. Stress individual responsibilities and advise individuals of their rights and responsibilities under this part.

§ 286a.73 Training methodology and procedures.

(a) Each DoD Component is responsible for the development of training procedures and methodology.

(b) The Defense Privacy Office, ODASD(A) will assist the Components in developing these training programs and may develop Privacy training programs for use by all DoD Components.

(c) All training programs shall be coordinated with the Defense Privacy Office, ODASD(A) to avoid duplication and to ensure maximum effectiveness.

§ 286a.74 Funding for training.

Each DoD Component shall fund its own Privacy training program.

Subpart I—Reports

§ 286a.80 Requirements for reports.

The Defense Privacy Office, ODASD(A) shall establish requirements for DoD Privacy Reports and DoD Components may be required to provide data.

§ 286a.81 Suspense for submission of reports.

The suspenses for submission of all reports shall be established by the Defense Privacy Office, ODASD(A).

§ 286a.82 Reports control symbol.

Any report established by this subpart in support of the Defense Privacy Program shall be assigned Report Control Symbol DD-COMP(A)1379. Special one-time reporting requirements shall be licensed separately in accordance with DoD Directive 5000.19 "Policies for the Management and Control of Information Requirements" and DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program."

Subpart J—Inspections

§ 286a.90 Privacy Act inspections.

During internal inspections, Component inspectors shall be alert for compliance with this part and for managerial, administrative, and operational problems associated with the implementation of the Defense Privacy Program.

§ 286a.91 Inspection reporting.

(a) Document the findings of the inspectors in official reports that are furnished the responsible Component officials. These reports, when appropriate, shall reflect overall assets of the Component Privacy Program inspected, or portion thereof, identify deficiencies, irregularities, and significant problems. Also document remedial actions taken to correct problems identified.

(b) Retain inspections reports and later follow-up reports in accordance with established records disposition standards. These reports shall be made available to the Privacy Program officials concerned upon request.

Subpart K—Privacy Act Enforcement Actions

§ 286a.100 Administrative remedies.

Any individual who feels he or she has a legitimate complaint or grievance against the Department of Defense or any DoD employee concerning any right granted by this part shall be permitted to seek relief through appropriate administrative channels.

§ 286a.101 Civil actions.

An individual may file a civil suit against a DoD Component or its employees if the individual feels certain provisions of the Act have been violated (see 5 U.S.C. 552a(g), of the Privacy Act.

§ 286a.102 Civil remedies.

In addition to specific remedial actions, subsection (g) of the Privacy Act (5 U.S.C. 552a) provides for the payment of damages, court cost, and attorney fees in some cases.

§ 286a.103 Criminal penalties.

(a) The Act also provides for criminal penalties (see 5 U.S.C. 552a(i). Any official or employee may be found guilty of a misdemeanor and fined not more than $5,000 if he or she willfully:

(1) Discloses personal information to anyone not entitled to receive the information (see Subpart E); or

(2) Maintains a system of records without publishing the required public notice in the **Federal Register** (see Subpart G).

(b) A person who requests or obtains access to any record concerning another individual under false pretenses may be found guilty of misdemeanor and fined up to $5,000.

§ 286a.104 Litigation status sheet.

Whenever a complaint citing the Privacy Act is filed in a U.S. District Court against the Department of Defense, a DoD Component, or any DoD employee, the responsible system manager shall notify promptly the Defense Privacy Office, ODASD(A). The litigation status sheet at Appendix H provides a standard format for this notification. The initial litigation status sheet forwarded shall, as a minimum, provide the information required by items 1 through 6. A revised litigation status sheet shall be provided at each stage of the litigation. When a court renders a formal opinion or judgment, copies of the judgment and opinion shall be provided to the Defense Privacy Office with the litigation status sheet reporting that judgment or opinion.

Subpart L—Matching Program Procedures

§ 286a.110 OMB Matching guidelines.

The OMB has issued special guidelines to be followed in programs that match the personal records in the computerized data bases of two or more federal agencies by computer (see Appendix I). These guidelines are intended to strike a balance between the interest of the government in maintaining the integrity of federal programs and the need to protect individual privacy expectations. They do not authorize matching programs as such and each matching program must be justified individually in accordance with the OMB guidelines.

§ 286a.111 Requesting matching programs.

(a) Forward all requests for matching programs to include necessary routine use amendments (see paragraph (i) of § 286a.62 of Subpart G of this part) and analysis and proposed matching program reports (see subsection E.6. of Appendix I) to the Defense Privacy Office, ODASD(A).

(b) The Defense Privacy Office shall review each request and supporting material and forward the report and system notice amendments to the **Federal Register**, OMB, and Congress, as appropriate.

(c) Changes to existing matching programs shall be processed in the same manner as a new matching program report.

§ 286a.112 Time limits for submitting matching reports.

(a) No time limits are set by the OMB guidelines. However, in order to establish a new routine use for a matching program, the amended system notice must have been published in the **Federal Register** at least 30 days before implementation (see paragraph (f) of § 286a.60 of Subpart G of this part).

(b) Submit the documentation required by paragraph (a) of § 286a.111 of this subpart to the Defense Privacy Office at least 45 days before the proposed initiation date of the matching program.

(c) The Defense Privacy Office may grant waivers to the 45 days' deadline for good cause shown. Requests for waivers shall be in writing and fully justified.

§ 286a.113 Matching programs among DoD Components.

(a) For the purpose of the OMB guidelines, the Department of Defense and all DoD Components are considered a single agency.

(b) Before initiating a matching program using only the records of two or more DoD Components, notify the Defense Privacy Office that the match is to occur. The Defense Privacy Office may request further information from the Component proposing the match.

(c) There is no need to notify the Defense Privacy Office of computer matches using only the records of a single Component.

§ 286a.114 Annual review of systems of records.

The system manager shall review annually each system of records to determine if records from the system are being used in matching programs and whether the OMB Guidelines have been complied with.

Appendix A—Special Considerations for Safeguarding Personal Information in ADP Systems

(See paragraph (b) of § 286a.13, Subpart B)

A. General

1. The Automated Data Processing (ADP) environment subjects personal information to special hazards as to unauthorized compromise alteration, dissemination, and use. Therefore, special considerations must be given to safeguarding personal information in ADP systems.

2. Personal information must also be protected while it is being processed or accessed in computer environments outside the data processing installation (such as, remote job entry stations, terminal stations, minicomputers, microprocessors, and similar activities).

3. ADP facilities authorized to process classified material have adequate procedures and security for the purposes of this Regulation. However, all unclassified information subject to this Regulation must be processed following the procedures used to process and access information designated "For Official Use Only" (see "DoD Freedom of Information Act Program" (32 CFR Part 286)).

B. Risk Management and Safeguarding Standards

1. Establish administrative, technical, and physical safeguards that are adequate to protect the information against unauthorized disclosure, access, or misuse (see Transmittal Memorandum No. 1 to OMB Circular A–71—Security of Federal Automated Information Systems).

2. Technical and physical safeguards alone will not protect against unintentional compromise due to errors, omissions, or poor procedures. Proper administrative controls generally provide cheaper and surer safeguards.

3. Tailor safeguards to the type of system, the nature of the information involved, and the specific threat to be countered.

C. Minimum Administrative Safeguard

The minimum safeguarding standards as set forth in paragraph (b) of § 286a.13, Subpart B apply to all personal data within any ADP system. In addition:

1. Consider the following when establishing ADP safeguards:

a. The sensitivity of the data being processed, stored and accessed;

b. The installation environment;

c. The risk of exposure;

d. The cost of the safeguard under consideration.

2. Label or designate output and storage media products (intermediate and final) containing personal information that do not contain classified material in such a manner as to alert those using or handling the information of the need for special protection. Designating products "For Official Use Only" in accordance with Subpart E of 32 CFR Part 286, "DoD Freedom of Information Act Program," satisfies this requirement.

3. Mark and protect all computer products containing classified data in accordance with the DoD Information Security Program Regulation (32 CFR Part 159) and the ADP Security Manual (DoD 5200.28–M).

4. Mark and protect all computer products containing "For Official Use Only" material in accordance with Subpart E of 32 CFR Part 286.

5. Ensure that safeguards for protected information stored at secondary sites are appropriate.

6. If there is a computer failure, restore all protected information being processed at the time of the failure using proper recovery procedures to ensure data integrity.

7. Train all ADP personnel involved in processing information subject to this part in proper safeguarding procedures.

D. Physical Safeguards

1. For all unclassified facilities, areas, and devices that process information subject to this part, establish physical safeguards that protect the information against reasonably identifiable threats that could result in unauthorized access or alteration.

2. Develop access procedures for unclassified computer rooms, tape libraries, micrographic facilities, decollating shops, product distribution areas, or other direct support areas that process or contain personal information subject to this part that control adequately access to these areas.

3. Safeguard on-line devices directly coupled to ADP systems that contain or process information from systems of records to prevent unauthorized disclosure use or alteration.

4. Dispose of paper records following appropriate record destruction procedures.

E. Technical Safeguards

1. The use of encryption devices solely for the purpose of protecting unclassified personal information transmitted over communication circuits or during processing in computer systems is normally discouraged. However, when a comprehensive risk assessment indicates that encryption is cost-effective it may be used.

2. Remove personal data stored on magnetic storage media by methods that preclude reconstruction of the data.

3. Ensure that personal information is not inadvertently disclosed as residue when transferring magnetic media between activities.

4. When it is necessary to provide dial-up remote access for the processing of personal information, control access by computer-verified passwords. Change passwords periodically or whenever compromise is known or suspected.

5. Normally the passwords shall give access only to those data elements (fields) required and not grant access to the entire data base.

6. Do not rely totally on proprietary software products to protect personnel data during processing or storage.

F. Special Procedures

1. System Managers shall:

a. Notify the ADP manager whenever personal information subject to this Regulation is to be processed by an ADP facility.

b. Prepare and submit for publication all system notices and amendments and alterations thereto (see paragraph (f) of § 286a.60 of Subpart G).

c. Identify to the ADP manager those activities and individuals authorized access to the information and notify the manager of any changes to the access authorizations.

2. ADP personnel shall:

a. Permit only authorized individuals access to the information.

b. Adhere to the established information protection procedures and rules of conduct.

c. Notify the system manager and ADP manager whenever unauthorized personnel seek access to the information.

3. ADP installation managers shall:

a. Maintain an inventory of all computer program applications used to process information subject to this part to include the identity of the systems of records involved.

b. Verify that requests for new programs or changes to existing programs have been published as required (see paragraphs (a) and (b) of § 286a.63, Subpart G).

c. Notify the system manager whenever changes to computer installations, communications networks, or any other changes in the ADP environment occur that require an altered system report be submitted (see paragraph (b) of § 286a.63, Subpart G).

G. Record Disposal

1. Dispose of records subject to this part so as to prevent compromise (see paragraph (c) of § 286a.13 of Subpart B). Magnetic tapes or other magnetic medium, may be cleared by degaussing, overwriting, or erasing. Unclassified carbon ribbons are considered destroyed when placed in a trash receptacle.

2. Do not use respliced waste computer products containing personal data.

H. Risk Assessment for ADP Installations That Process Personal Data

1. A separate risk assessment is not required for ADP installations that process classified material. A simple certification by the appropriate ADP official that the facility is cleared to process a given level of classified material (such as, Top Secret, Secret, or Confidential) and that the procedures followed in processing "For Official Use Only" material are to be followed in processing personal data subject to this Regulation is sufficient to meet the risk assessment requirement.

2. Prepare a formal risk assessment for each ADP installation (to include those activities with terminals and devices having access to ADP facilities) that processes personal information subject to this part and that do not process classified material.

3. Address the following in the risk assessment:

a. Identify the specific systems of records supported and determine their impact on the mission of the user.

b. Identify the threats (internal, external, and natural) to the data.

c. Determine the physical and operational (to include software) vulnerabilities.

d. Evaluate the relationships between vulnerabilities and threats.

e. Assess the impact of unauthorized disclosure or modification of the personal information.

f. Identify possible safeguards and their relationships to the threats to be countered.

g. Analyze the economic feasibility of adopting the identified safeguards.

h. Determine the safeguard to be used and develop implementation plans.

i. Discuss contingency plans including operational exercise plans.

j. Determine if procedures proposed are consistent with those identified in the system notices for system of records concerned.

k. Include a vulnerability assessment.

3. The risk assessment shall be reviewed by the appropriate Component officials.

4. Conduct a risk assessment at least every 5 years or when there is a change to the installation, its hardware, software, or administrative procedures that increase or decrease the likelihood of compromise or present new threats to the information.

5. Protect the risk assessment as it is a sensitive document.

6. Retain a copy of the risk assessment at the installation and make it available to appropriate inspectors and authorized personnel.

7. Include a summary of the current risk assessment with any report of new or altered system submitted in accordance with paragraph (c) of § 286a.63, Subpart G, for any system from which information will be processed.

8. Complete a formal risk assessment at the beginning of the design phase for each new unclassified ADP installation and before beginning the processing of personal data on a regular basis in existing ADP facility that do not process classified data.

Appendix B—Special Considerations for Safeguarding Personal Information During Word Processing

(See paragraph (b) of § 286a.13, Subpart B)

A. Introduction

1. Normally, word processing support is provided under two general concepts. They are:

a. Word processing centers (WPCs), and

b. Work groups or clusters.

2. A WPC generally provides support to one or more functional areas. Characteristically, the customer delivers (by written draft or dictation) the information to be processed to the WPC. The WPC process the information and returns it to the customer. There are generally two types of WPCs.

a. A WPC may operate independent of the customer's functon, providing service in much the same manner as a data processing installation provides ADP support, or a message center provides electronic message service, or

b. A WPC may work within a customer's function providing support to that function. The support being centralized in a WPC to take advantage of increased productivity.

3. A work group or cluster generally consists of one or more pieces of word processing equipment that are integrated into the functional office support system. The overall word processing and functional management may be one and the same. Depending on the size of the support job, there may be a work group or cluster manager. Normally, however, they will be located within or in close proximity to the functional area supported. Information flows in and out of the work group or cluster by normal office routine and the personnel are an integral part of the office staff.

B. Minimum Standards of Protection

1. Regardless of configuration (WPC or work group), all personal data processed using word processing equipment shall be afforded the standards of protection required by paragraph (b) of § 286a.13, Subpart B.

2. The remaining special considerations discussed in this Appendix are primarily for WPCs operating independent of the customer's function. However, managers of other WPCs, work groups, and work clusters are encouraged to consider and adopt, when appropriate, the special considerations discussed herein.

3. WPCs that are not independent of a customer's function, work groups, and work clusters are not required to prepare formal written risk assessments (see section H., below).

C. WPC Information Flow

1. In analyzing procedures required to safeguard adequately personal information in a WPC, the basic elements of WPC information flow and control must be considered. These are:

a. Information receipt.

b. Information processing.

c. Information return.

d. Information storage or filing.

2. WPCs do not control information acquisition or its ultimate use by the customers and, therefore, these are not addressed.

D. Safeguarding Information During Receipt

1. The word processing manager shall establish procedures.

a. That require each customer who requests that information subject to this part be processed to identify specifically that information to the WPC personnel. This may be done by:

(1) Providing a check-off type entry on the WPC work requests;

(2) Requiring that the WPC work requests be stamped with a special legend, or that a special notation be made on the work requests;

(3) Predesignating specifically a class of documents as coming within the provisions of this part (such as, all officer effectiveness reports, all recall rosters, and all medical protocols).

(4) Using a special cover sheet both to alert the WPC personnel as to the type information, and to protect the document during transmittal;

(5) Requiring an oral warning on all dictation; or

(6) Any other procedures that ensure the WPC personnel are alerted to the fact that personal data subject to this part is to be processed.

b. To ensure that the operators or other WPC personnel receiving data for processing that has not been identified to be under the provisions of this part but that appear to be personal promptly call the information to the attention of the WPC supervisor or the customer;

c. To ensure that any request for the processing of personal data that the customer has not identified as being in a system of records and that appears to meet the criteria set forth in paragraph (a) of § 286a.10, Subpart B is called to the attention of the appropriate supervisory personnel and system manager.

2. The WPC supervisor shall ensure that personal information is not inadvertently compromised within the WPC.

E. Safeguarding Information During Processing

1. Each WPC supervisor shall establish internal safeguards that shall protect personal data from compromise while it is being processed.

2. Physical safeguards may include:

a. Controls on individual access to the center;

b. Machine configurations that reduce external access to the information being processed, or arrangements that alert the operator to the presence of others;

c. Using certain specific machines to process personal data;

d. Any other physical safeguards, to include special technical arrangements that will protect the data during processing.

3. Other safeguards may include:

a. Using only certain selected operators to process personal data;

b. Processing personal data only at certain times during the day without the WPC manager's specific authorization;

c. Using only certain tapes or diskettes to process and store personal data;

d. Using continuous tapes for dictation of personal data;

e. Requiring all WPC copies of documents to be marked specifically so as to prevent inadvertent compromise;

f. Returning extra copies and mistakes to the customer with the product;

g. Disposing of waste containing personal data in a special manner;

h. Any other local procedures that provide adequate protection to the data being processed.

F. Safeguarding Information During Return

1. The WPC shall protect the data until it is returned to the customer or placed into a formal distribution channel.

2. In conjunction with the appropriate administrative support personnel and the WPC customers, the WPC manager shall establish procedures that protect the information from the time word processing is completed until it is returned to the customer.

3. Safeguarding procedures may include:

a. Releasing products only to specifically identifiable individuals;

b. Using sealed envelopes to transmit products to the customer;

c. Using special cover sheets to protect products similar to the one discussed in subparagraph D.1.a.(4), above;

d. Handcarrying products to the customers;

e. Using special messengers to return the products;

f. Any other procedures that protect adequately products from compromise while they are awaiting return or being returned to the customer.

G. Safeguards During Storage

1. The WPC manager shall ensure that all personal data retained in the center for any purpose (including samples) are protected properly.

2. Safeguarding procedures may include:

a. Marking all hard copies retained with special legends or designators;

b. Storing media containing personal data in separate files or areas;

c. Marking the storage containers for media containing personal data with special legends or notations;

d. Restricting the reuse of media used to process personal data or erasing automatically the media before reuse;

e. Establishing special criteria for the WPC retention of media used to store and process personal data;

f. Returning the media to the customer for retention with the file copies of the finished products;

g. Discouraging, when practical, the long-term storage of personal data in any form within the WPC;

h. Any other filing or storage procedures that safeguard adequately any personal information retained or filed within the WPC.

H. Risk Assessment for WPCs

1. Each WPC manager shall ensure that a formal, written risk assessment is prepared for each WPC that processes personal information subject to this part.

2 The assessment shall address the areas discussed in sections D., E., F., and G. of this Appendix, as well as any special risks that the WPC location, configuration, or organization may present to the compromise or alteration of personal data being processed or stored.

3. A risk assessment shall be conducted at least every 5 years or whenever there is a change of equipment, equipment configuration, WPC location, WPC configuration or modification of the WPC facilities that either increases or decreases the likelihood of compromise of personal data.

4. Copies of the assessment shall be retained by the WPC manager and made available to appropriate inspectors, as well as to personnel studying equipment for facility upgrading or modification.

5. Every new WPC shall have a formal risk assessment completed before beginning the processing of personal data.

I. Special Considerations in WPC Design and Modification

Procedures shall be established to ensure that all personnel involved in the design of WPCs or the acquisition of word processing equipment are aware of the special considerations required when processing personal data subject to this part.

Appendix C—DoD Blanket Routine Uses

(See paragraph (e) of § 286a.41, Subpart E)

A. Routine Use—Law Enforcement

If a system of records maintained by a DoD Component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or by regulation, rule, or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the agency concerned, whether federal, state, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

B. Routine Use—Disclosure when Requesting Information

A record from a system of records maintained by a Component may be disclosed as a routine use to a federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

C. Routine Use—Disclosure of Requested Information

A record from a system of records maintained by a Component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary tothe requesting agency's decision on the matter.

D. Routine Use—Congressional Inquiries

Disclosure from a system of records maintained by a Component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

E. Routine Use—Private Relief Legislation

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the OMB in connection with the review of private relief legislation as set forth in OMB Circular A–19 (reference (u)) at any stage of the legislative coordination and clearance process as set forth in that Circular.

F. Routine Use—Disclosures Required by International Agreements

A record from a system of records maintained by a Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DoD military and civilian personnel.

G. Routine Use—Disclosure to State and Local Taxing Authorities

Any information normally contained in Internal Revenue Service (IRS) Form W–2 which is maintained in a record from a system of records maintained by a Component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements under 5 U.S.C., sections 5516, 5517, and 5520 (reference (v)) and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin No. 76–07.

H. Routine Use—Disclosure to the Office of Personnel Management

A record from a system of records subject to the Privacy Act and maintained by a Component may be disclosed to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

I. Routine Use—Disclosure to the Department of Justice for Litigation

A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the Department of Defense, or any officer, employee or member of the Department in pending or potential litigation to which the record is pertinent.

J. Routine Use—Disclosure to Military Banking Facilities Overseas

Information as to current military addresses and assignments may be provided to military banking facilities who provide banking services overseas and who are reimbursed by the Government for certain checking and loan losses. For personnel separated, discharged, or retired from the Armed Forces, information as to last known residential or home of record address may be provided to the military banking facility upon certification by a banking facility officer that the facility has a returned or dishonored check negotiated by the individual or the individual has defaulted on a loan and that if restitution is not made by the individual, the U.S. Government will be liable for the losses the facility may incur.

K. Routine Use—Disclosure of Information to the General Services Administration (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the General Services Administration (GSA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

L. Routine Use—Disclosure of Information to the National Archives and Records Administration (NARA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Administration (NARA) for the purpose of records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

M. Routine Use—Disclosure to the Merit Systems Protection Board

A record from a system of records maintained by this component may be disclosed as a routine use to the Merit Systems Protection Board, including the Office of the Special Counsel for the purpose of litigation, including administrative proceedings, appeals, special studies of the civil service and other merit systems, review of OPM or component rules and regulations, investigation of alleged or possible prohibited personnel practices; including administrative proceedings involving any individual subject of a DoD investigation, and such other functions, promulgated in 5 U.S.C. 1205 and 1206, or as may be authorized by law.

APPENDIX D.—PROVISIONS OF THE PRIVACY ACT FROM WHICH A GENERAL OR SPECIFIC EXEMPTION MAY BE CLAIMED

[See paragraph (d) of § 286a.50, Subpart F]

Exemption		Section of the Privacy Act
(j)(2)	(k)(1-7)	
No	No	(b)(1) Disclosures within the Department of Defense.
No	No	(2) Disclosures to the public.
No	No	(3) Disclosures for a "routine use."
No	No	(4) Disclosures to the Bureau of Census.
No	No	(5) Disclosures for statistical research and reporting.
No	No	(6) Disclosures to the National Archives.
No	No	(7) Disclosures for law enforcement purposes.
No	No	(8) Disclosures under emergency circumstances.
No	No	(9) Disclosures to the Congress.
No	No	(10) Disclosures to the General Accounting Office.
No	No	(11) Disclosures pursuant to court orders.
No	No	(12) Disclosure to consumer reporting agencies.
No	No	(c)(1) Making disclosure accountings.
No	No	(2) Retaining disclosure accountings.
Yes	Yes	(c)(3) Making disclosure accounting available to the individual.
Yes	No	(c)(4) Informing prior recipients of corrections.
Yes	Yes	(d)(1) Individual access to records.
Yes	Yes	(2) Amending records
Yes	Yes	(3) Review of the component's refusal to amend a record.
Yes	Yes	(4) Disclosure of disputed information.
Yes	Yes	(5) Access to information compiled in anticipation of civil action.
Yes	Yes	(e)(1) Restrictions on collecting information.
Yes	No	(e)(2) Collecting directly from the individual.
Yes	No	(3) Informing individuals from whom information is requested.
No	No	(e)(4)(A) Describing the name and location of the system.
No	No	(B) Describing categories of individuals.
No	No	(C) Describing categories of records.
No	No	(D) Describing routine uses.
No	No	(E) Describing records management policies and practices.
No	No	(F) Identifying responsible officials.
Yes	Yes	(e)(4)(G) Procedures for determining if a system contains a record on an individual.
Yes	Yes	(H) Procedures for gaining access.
Yes	Yes	(I) Describing categories of information sources.
Yes	No	(e)(5) Standards of accuracy.
No	No	(e)(6) Validating records before disclosure.
No	No	(e)(7) Records of first amendment activities.
No	No	(e)(8) Notification of disclosure under compulsory legal process.
No	No	(e)(9) Rules of conduct.
No	No	(e)(10) Administrative, technical and physical safeguards.
No	No	(11) Notice for new and revised routine uses.
Yes	Yes	(f)(1) Rules for determining if an individual is subject of a record.
Yes	Yes	(f)(2) Rules for handling access requests.
Yes	Yes	(f)(3) Rules for granting access.
Yes	Yes	(f)(4) Rules for amending records.
Yes	Yes	(f)(5) Rules regarding fees.
Yes	No	(g)(1) Basis for civil action.
Yes	No	(g)(2) Basis for judicial review and remedies for refusal to amend.
Yes	No	(g)(3) Basis for judicial review and remedies for denial of access.
Yes	No	(g)(4) Basis for judicial review and remedies for other failure to comply.
Yes	No	(g)(5) Jurisdiction and time limits.
Yes	No	(h) Rights of legal guardians.
No	No	(i)1) Criminal penalties for unauthorized disclosure.
No	No	(2) Criminal penalties for failure to publish.
No	No	(3) Criminal penalties for obtaining records under false pretenses.
Yes [1]	No	(j) Rulemaking requirement.
N/A	No	(j)(1) General exemption for the Central Intelligence Agency.
N/A	No	(j)(2) General exemption for criminal law enforcement records.
Yes	N/A	(k)(1) Exemption for classified material.
N/A	N/A	(k)(2) Exemption for law enforcement material.
Yes	N/A	(k)(3) Exemption for records pertaining to Presidential protection.
Yes	N/A	(k)(4) Exemption for statistical records.
Yes	N/A	(k)(5) Exemption for investigatory material compiled for determining suitability for employment or service.
Yes	N/A	(k)(6) Exemption for testing or examination material.
Yes	N/A	(k)(7) Exemption for promotion evaluation materials used by the Armed Forces.
Yes	No	(l)(1) Records stored in GSA records centers.
Yes	No	(l)(2) Records archived before Sept. 27, 1975.
Yes	No	(l)(3) Records archived on or after Sept. 27, 1975.
Yes	No	(m) Applicability to Government contractors.
Yes	No	(n) Mailing lists.
Yes [1]	No	(o) Reports on new systems.
Yes [1]	No	(p) Annual report.

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[1] See paragraph (d) of § 286a.50, Subpart F.

Appendix E—Sample of New or Altered System of Records Notice in "Federal Register" Format

(See paragraph (f) of § 286a.60, Subpart G)

DEPARTMENT OF DEFENSE

Defense Nuclear Agency

Privacy Act of 1974; New System of Records

AGENCY: Defense Nuclear Agency (DNA).

ACTION: Notice of a new record system.

SUMMARY: The Defense Nuclear Agency is adding a new system of records to its inventory of systems of records subject to the Privacy Act of 1974. The system notice for the new system is set forth below.

DATES: This system shall be effective (30 days after publication in the Federal Register) unless comments are received which result in a contrary determination.

ADDRESS: Send comments to the System Manager identified in the system notice.

FOR FURTHER INFORMATION CONTACT: Robert L. Brittigan, General Counsel, Defense Nuclear Agency, Washington, D.C. 20305, Telephone (202) 325-7681.

SUPPLEMENTARY INFORMATION: The Defense Nuclear Agency record system notice as prescribed by the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have appeared in the **Federal Register** on September 28, 1981 (46 FR 51073) and February 16, 1982 (47 FR 6829).

The Defense Nuclear Agency has submitted a new system report on March 27, 1982, for this system of records under the provisions of 5 U.S.C. 552a(o) of the Privacy Act.

Patricia H. Means,

OSD Federal Register Liaison Officer, Department of Defense.

Sample

HDNA 609-03

System name: Personnel Exposed to Radiation from Nuclear Tests.

System Location: Headquarters, Defense Nuclear Agency, Washington, D.C. 20305, Main computer location.

Categories of individuals covered by the system: All DoD and DoD-affiliated personnel, military and civilian, who participated in the U.S. Government atmospheric nuclear test programs in the Pacific and at the Nevada Test Site.

Categories of records in the system: Personal information consisting of name, rank, service number, last known or current address, dates of test participation, exposure and unit of assignment.

Authority for maintenance of the system: 10 U.S.C. Section 133, Powers of an Executive Department of a Military Department to Prescribe Departmental Regulations; 10 U.S.C. Section 133, Secretary of Defense: Appointment, Powers, Duties and Delegation by: DoD Directive 5105.31, "Defense Nuclear Agency (DNA)."

Purpose(s): To identify those individuals who may have been exposed to radiation from nuclear atmospheric test conducted by the U.S. Government in the Pacific or at the Nevada Test Site. Information is provided to the medical services of all the Military Departments to identify military and retired personnel who were exposed to ionizing radiator during testing.

Routine uses of records maintained in the system including categories of users, and the purpose of such uses:

To the National Research Council and Center for Disease Control to determine the effects of ionizing radiation for the limited purpose of conducting epidemiological studies of the atmospheric nuclear weapons tests on DoD participants in those tests.

To the Department of Energy (DoE) to identify DoE contractor personnel exposed to ionizing radiation during nuclear testing for the limited purpose of conducting epidemiological studies of radiation effects of individuals so identified.

To the Department of Transportation (DoT) for the limited purpose of identifying DoT and DoT-affiliated personnel exposed to ionizing radiation during nuclear testing.

To the Veterans Administration to make determinations on service-connected disability for the purpose of resolving claims.

Policies and Practices for storing, retrieving, accessing, retaining, and disposing of records in the system.

Storage: Paper records in file folders; computer magnetic tape disks and printouts in secure computer facility.

Retrievability: Paper records filed in folders and computer magnetic tape and disk retrieved by name.

Safeguards: Paper records are filed in folders stored in locked security safes. Magnetic tapes stored in a vault in a secure computer area.

Retention and disposal: Paper records are retained until information is transferred to magnetic tapes; then destroyed. Magnetic tapes and disks are retained indefinitely.

System manager(s) and address: Director, Defense Nuclear Agency, Attn.: Privacy Act Officer, Washington, D.C. 20305, telephone (202) 325-7681.

Notification procedure: Information may be obtained from the System Manager.

Record access procedures: Requests should be addressed to the System Manager.

Contesting record procedures: The agency's rules for contesting contents and appealing initial determinations are contained in DNA Instruction 5400.11 (32 CFR Part 291a). Additional information may be obtained from the System Manager.

Record source categories: DNA records, searches of DoD records by other DoD Components, and from individuals voluntarily contacting DNA by telephone or mail.

Systems exempted from certain provision of the Act: None.

Appendix F.—Format for New or Altered System Report

(See paragraph (c) of § 286a.63, Subpart G)

The report on a new or altered system shall consist of a transmittal letter, a narrative statement, and include supporting documentation.

A. *Transmittal Letter.* The transmittal letter to the Director, Defense Privacy Office, ODASD(A), shall include any request for waivers as set forth in paragraph (g) of § 286a.63, Subpart G. The narrative statement shall be attached thereto.

B. *Narrative Statement.* The narrative statement is typed in double space on standard bond paper in the format shown at attachment 1. The statement includes:

1. *System identification and name.* This caption sets forth the identification and name of the system (see paragraphs (b) and (c) of § 286a.62, Subpart G).

2. *Responsible official.* The name, title, address, and telephone number of the privacy official responsible for the report and to whom inquiries and comments about the report may be directed by Congress, the Office of Management and Budget, or Defense Privacy Office.

3. *Purpose of the system or nature of the change proposed.* Describe the purpose of the new system. For an altered system, describe the nature of the change being proposed.

4. *Authority for the system.* See paragraph (g) of § 286a.62, Subpart G.

5. *Number of individuals.* The approximate number of individuals about whom records are to be maintained.

6. *Information on First Amendment activities.* Describe any information to be kept on the exercise of individual's First Amendment rights and the basis for maintaining it as provided for in paragraph (e) of § 286a.10, Subpart B.

7. *Measures to ensure information accuracy.* If the system is to be used to make determinations about the rights, benefits, or entitlements of individuals; describe the measures being established to ensure the accuracy, currency, relevance, and completeness of the information used for these purposes.

8. *Other measures to ensure system security:* Describe the steps taken to minimize the risk of unauthorized access to the system. A more detailed assessment of security risks and specific administrative, technical, and physical safeguards shall be available for review upon request.

9. *Relationship to state and local government activities.* Describe the relationship of the system to state or local government activities that are the sources, recipients, or users of the information in the system.

C. *Supporting Documentation.* Item 10 of the narrative is captioned *Supporting Documents.* A positive statement for this caption is essential for those enclosures that are not required to be enclosed. For example, "No changes to the existing Army procedural or exemption rules (32 CFR Part 505) are required for this proposed system." List in numerical sequence only those enclosures that are actually furnished. The following are typical enclosures that may be required:

1. For a new system, an advance copy of the system notice which is proposed for publication. For an altered system (see paragraph (d) of § 286a.64, Subpart G) an advance copy of the notice reflecting the specific changes proposed.

2. An advance copy of any new rules or changes to the published Component rules to be issued for the new or altered system. If no

change to existing rules is required, so state in the narrative.

3. An advance copy of any proposed exemption rule if the new or altered system is to be exempted in accordance with Subpart F. If there is no exemption, so state in the narrative.

4. Any other supporting documentation that may be pertinent or helpful in understanding the need for the system or clarifying its intended use. While not required, such documentation, when available, is helpful in evaluating the new or altered system.

Attachment 1.—Sample Format for Narrative Statement

DEPARTMENT OF DEFENSE

(Component Name)

REPORT ON NEW (OR ALTERED) SYSTEM UNDER THE PRIVACY ACT OF 1974

(Indicate none or not applicable, as appropriate.)

1. *System Identification and name:*
2. *Responsible official:*
3. *Purpose(s) of the System:* (for a new system only) or *Nature of the Change(s) Proposed:* (for altered system).
4. *Authority for the System:*
5. *Number of Individuals:*
6. *Information on First Amendment Activities:*
7. *Measures to Ensure Information Accuracy:*
8. *Other Measures to Ensure System Security:*
9. *Relations to State or Local Government Activities:*
10. *Supporting Documentation:* (Indicate here, as a positive statement, those enclosures *not* required as set forth in section C. of the format instructions.)

SIGNATURE BLOCK OF SUBMITTING OFFICIAL

Attachment 2.—Sample Report

DEPARTMENT OF DEFENSE

Defense Nuclear Agency

REPORT ON NEW SYSTEM UNDER THE PRIVACY ACT OF 1974

1. *System Identification and Name:* HDNA 609-03, entitled "Personnel Exposed To Radiation From Nuclear Tests."

2. *Responsible Official:* Robert L. Brittigan, General Counsel, Defense Nuclear Agency, Washington, D.C. 20305. Telephone: Area Code 202 325-7781.

3. *Purpose(s) of the System:* To consolidate into one system the names, addresses, and exposures of all DoD or DoD-associated personnel who may have been exposed to ionizing radiation during the atmospheric nuclear testing programs in the Pacific and at the Nevada Test Site.

4. *Authority for the System:* See "Authority for Maintenance of the System" caption of the attached proposed system notice.

5. Number of Individuals: Approximately 300,00 individuals will be affected by this new system, since the system includes all DoD and DoD-affiliated participants in the atmospheric nuclear tests program.

6. *Information on First Amendment Activities:* None.

7. *Measures to Ensure Information Accuracy:* Records consist of personal data to be provided by the individual such as name, rank, service number, last known or current address, dates of test participation, exposure date, if available, and unit of assignment. When the information has been obtained from sources other than the individual, follow-up is attempted to ensure accuracy.

8. *Other Measures to Ensure System Security:*

a. Paper records before processing for computer storage are retained in locked filing cabinets located in limited access facilities at DNA Headquarters and the Armed Forces Radiobiology Research Institute.

b. Privacy data in the Headquarters, DNA, AL. facility is afforded the same protection as classified data in that the DNA computer system employs a File Security System (FSS) to protect classified and privacy data files from being accessed by unauthorized user.

9. *Relations to State and Local Government Activities:* None

10. *Supporting Documentation:* No changes to existing procedural or exemption rules are required for this proposed new system.

Robert L. Brittigan

General Counsel

Enclosures—2

1. Advance copy of proposed system notice.

2. Copy of tasking memorandum from the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) to the Director, Defense Nuclear Agency, "DoD Personnel Participation in Atmospheric Nuclear Weapons Testing," January 28, 1978.

Note.–Enclosures are not included in the sample, above.

Appendix G.—Sample Deletions and Amendments to Systems Notices in "Federal Register" Format

(See paragraph (d) of § 286a.64, Subpart G)

DEPARTMENT OF DEFENSE

Department of Air Force

Privacy Act of 1974; Deletions and Amendments to Systems of Records Notices

AGENCY: Department of the Air Foce, DoD.

ACTION: Notice of deletions and amendments to systems of records.

SUMMARY: The Air Force proposes to delete three and amend two notices for systems of records subject to the Privacy Act of 1974. The specific changes to the notices being amended are set forth below followed by the system notices, as amended, published in their entirety.

DATES: These systems notices shall be amended as proposed without further notice on (30 days after publication in the **Federal Register** unless comments are received that would result in a contrary determination.

ADDRESS: Send comments to the system manager identified in the particular system notice concerned.

FOR FURTHER INFORMATION CONTACT: Mr. Jon E. Updike, HQ USAF/DAQD, The Pentagon, Washington, D.C. 20330-5024, Telephone: (202) 694-3431 Autovon: 224-3431

SUPPLEMENTARY INFORMATION: The Air Force systems of records notices inventory subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published to date in the **Federal Register** as follows:

FR Doc. 80-28255 (46 FR 50785) September 28, 1980
FR Doc. 80-31218 (46 FR 56774) October 28, 1980
FR Doc. 80-32284 (46 FR 58195) November 8, 1980
FR Doc. 80-33780 (46 FR 59996) November 23, 1980

The proposed amendments are not within the purview of the provisions of 5 U.S.C. 552a(o) which requires the submission of an altered system report.

Patricia H. Means,

OSD Federal Register Liaison Officer, Department of Defense.

Deletions

F01001 OQPTFLA

System name: Human Reliability for Special Missions.

Reason: This system is covered by F03004 AFDPMDB Advanced Personnel Data System (APDS) (46 FR 50621) August 28, 1981.

F01003 OBXQPCA

System name: Cadet Promotion List.

Reason: This system has been incorporated into F03502 AFA A Cadet Management System (46 FR 50875) July 28, 1981.

F01102 OYUEBLA

System name: Locator or Personnel Data file.

Reason: This sytem is covered by F01102 DAYX A Base, Unit, and Organizational Military and Civilian Personnel Locator Files (46 FR 50800) October 28, 1981.

Amendments

F03501 DPMDQIA

System name: Military Personnel Records System.

Changes:

System Location: In line 8, change "Adjustment" to Adjutant".

External users, uses and purposes:

Add at end:

"American National Red Cross. Information to local Red Cross offices for emergency assistance to military members, dependents, relatives, or other persons if conditions are compelling."

"Drug Enforcement Administration" (added to those agencies listed under Department of Justice).

"Department of Labor: Bureau of Employees' Compensation—medical information for claims of civilian employees formerly in military service; Employment and Training Administration—verification of service-related information for unemployment compensation claims; Labor-Management Services Administration—for investigations of possible violations of labor laws and preemployment investigations; National Research Council—for medical research purposes; U.S. Soldiers' and

Airmen's Home—service information to determine eligibility."

F03504 OJMPLSC

System name: Assessments Screening Records.

Changes:

System location: In line 1, change "3700 Personnel Processing Group" to "3507 Airman Classification Squadron."

Retention and disposal: Delete entry and substitute: "Records on airmen accepted for sensitive or high risk assignments are retained in the office files for 18 months, then destroyed. Records of nonselectees are retained in office files for 1 year, then destroyed. Destruction is by tearing into pieces, shredding, pulping, macerating, or burning."

Systems manager: In line 1, change "3700 PPGP (CCO)," to "3507 Airman Classification Squadron."

Record source categories: Add at end, "peers, character references, and the individual member."

Appendix H.—Litigation Status Sheet

(See § 286a.104, Subpart K)

1. Case Number.[1]
2. Requester.
3. Document Title or Description.[2]
4. Litigation:
   - a. Date Complaint Filed.
   - b. Court.
   - c. Case File Number[1]
5. Defendants (DoD Component and individual).
6. Remarks (brief explanation of what the case is about).
7. Court Action:
   - a. Court's Finding.
   - b. Disciplinary Action (as appropriate).
8. Appeal (as appropriate):
   - a. Date Complaint Filed.
   - b. Court.
   - c. Case File Number.[1]
   - d. Court's Finding.
   - e. Disciplinary Action (as appropriate).

Appendix I.—Office of Management and Budget (OMB)

Matching Guidelines

(See § 286a.110, Subpart L)

A. *Purpose.* These guidelines supplement and shall be used in conjunction with OMB Guidelines on the Administration of the Privacy Act of 1974, issued on July 1, 1975, and supplemented on November 21, 1975. They replace earlier guidance on conducting computerized matching programs issued on March 30, 1979. They are intended to help agencies relate the procedural requirements of the Privacy Act to the operational requirements of computerized matching. They are designed to address the concerns expressed by the Congress in the Privacy Act of 1974 that "the increasing use of computers and sophisticated information technology, while essential to the efficient operation of the Government, has greatly magnified the harm to individual privacy that can occur from any collection, maintenance, use, or dissemination of personal information." These guidelines do not authorize activities that are not permitted by law, nor do they prohibit activities expressly required to be performed by law. Complying with these guidelines, however, does not relieve a federal agency of the obligation to comply with the provisions of the Privacy Act, including any provisions not cited in these guidelines.

B. *Scope.* These guidelines apply to all agencies subject to the Privacy Act of 1974 (5 U.S.C. 552a) and to all matching programs:

1. Performed by a federal agency, whether the personal records used in the match are federal or nonfederal.

2. For which a federal agency discloses any personal records for use in a matching program performed by any other federal agency or any nonfederal organization.

C. *Effective Date.* These guidelines are effective on May 11, 1982.

D. *Definitions.* For the purposes of the Guidelines, all the terms defined in the Privacy Act of 1974 apply.

1. *Personal Record.* Any information pertaining to an individual that is stored in an automated system of records; for example, a data base which contains information about individuals that is retrieved by name or some other personal identifier.

2. *Matching Program.* A procedure in which a computer is used to compare two or more automated systems of records or a system of records with a set of nonfederal records to find individuals who are common to more than one system or set. The procedure includes all of the steps associated with the match, including obtaining the records to be matched, actual use of the computer, administrative and investigative action on the hits, and disposition of the personal records maintained in connection with the match. It should be noted that a single matching program may involve several matches among a number of participants. Matching programs do not include the following:

a. Matches that do not compare a substantial number of records, such as, comparison of the Department of Education's defaulted student loan data base with the Office of Personnel Management's federal employee data base would be covered; comparison of six individual student loan defaultees with the OPM file would not be covered.

b. Checks on specific individuals to verify data in an application for benefits done reasonably soon after the application is received.

c. Checks on specific individuals based on information which raises questions about an individual's eligibility for benefits or payments done reasonably soon after the information is received.

d. Matches done to produce aggregate statistical data without any personal identifiers.

e. Matches done to support any research or statistical project when the specific data are not to be used to make decisions about the rights, benefits, or privileges of specific individuals.

f. Matches done by an agency using its own records.

3. *Matching Agency.* The federal agency which actually performs the match.

4. *Source Agency.* The federal agency which discloses records from a system of records to be used in the match. Note that in some circumstances a source agency may be the instigator and ultimate beneficiary of the matching program, as when an agency lacking computer resources uses another agency to perform the match. The disclosure of records to the matching agency and any later disclosure of "hits" (by either the matching or the source agencies) must be done in accordance with the provisions of paragraph (b) of the Privacy Act.

5. *Hit.* The identification, through a matching program, of a specific individual.

E. *Guidelines for Agencies Participating in Matching Programs.* Agencies should acquire and disclose matching records and conduct matching programs in accordance with the provisions of this section and the Privacy Act.

1. *Disclosing Personal Records for Matching Programs.*

a. *To another federal agency.* Source agencies are responsible for determining whether or not to disclose personal records from their systems and for making sure they meet the necessary Privacy Act disclosure provisions when they do. Among the factors source agencies should consider are:

(1) Legal authority for the match;

(2) Purpose and description of the match;

(3) Description of the records to be matched;

(4) Whether the record subjects have consented to the match; or whether disclosure of records for the match would be compatible with the purpose for which the records were originally collected; that is, whether disclosure under a "routine use" would be appropriate; whether the soliciting agency is seeking the records for a legitimate law enforcement activity—whichever is appropriate; or any other provision of the Privacy Act under which disclosure may be made;

(5) Description of additional information which may be subsequently disclosed in relation to "hits";

(6) Subsequent actions expected of the source (for example, verification of the identity of the "hits" or follow-up with individuals who are "hits");

(7) Safeguards to be afforded the records involved, including disposition.

b. If the agency is satisfied that disclosure of the records would not violate its responsibilities under the Privacy Act, it may proceed to make the disclosure to the matching agency. It should ensure that only the minimum information necessary to conduct the match is provided. If disclosure is to be made pursuant to a "routine use" (Section (b)(3) of the Privacy Act), it should ensure that the system of records contains such a use, or it should publish a routine use notice in the **Federal Register**. The agency should also be sure to maintain an accounting of the disclosures pursuant to Section (c) of the Privacy Act.

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[1] Number used by the Component for reference purposes

[2] Indicate the nature of the case, such as, "Denial of access," "Refusal to amend," "Incorrect records," or other violations of the Act (specify).

c. To a nonfederal entity. Before disclosing records to a nonfederal entity for a matching program to be carried out by that entity, a source agency should, in addition to all of the consideration in paragraph E.1.a., above, also make reasonable efforts, pursuant to Section (e)(6) of the Privacy Act, to "assure that such records are accurate, complete, timely, and relevant for agency purposes."

2. *Written Agreements.* Before disclosing to either a federal or nonfederal entity, the source agency should require the matching entity to agree in writing to certain conditions governing the use of the matching file; for example, that the matching file will remain the property of the source agency and be returned at the end of the matching program (or destroyed as appropriate); that the file will be used and accessed only to match the file or files previously agreed to; that it will not be used to extract information concerning "non-hit" individuals for any purpose, and that it will not be duplicated or disseminated within or outside the matching agency unless authorized in writing by the source agency.

3. *Performing Matching Programs.* (a) Matching agencies should maintain reasonable administrative, technical, and physical security safeguards on all files involved in the matching program.

(b) Matching agencies should insure that they have appropriate systems of records including those containing "hits," and that such systems and any routine uses have been appropriately noticed in the **Federal Register** and reported to OMB and the Congress, as appropriate.

4. *Disposition of Records.* a. Matching agencies will return or destroy source matching files (by mutual agreement) immediately after the match.

b. Records relating to hits will be kept only so long as an investigation, either criminal or administrative, is active, and will be disposed of in accordance with the requirements of the Privacy Act and the Federal Records Schedule.

5. *Publication Requirements.* a. Agencies, before disclosing records outside the agency, will publish appropriate "routine use" notices in the **Federal Register**, if necessary.

b. If the matching program will result in the creation of a new or the substantial alteration of an existing system of records, the agency involved should publish the appropriate **Federal Register** notice and submit the requisite report to OMB and the Congress pursuant to OMB Circular No. A–108.

6. *Reporting Requirements.* a. As close to the initiation of the matching program as possible, matching agencies shall publish in the **Federal Register** a brief public notice describing the matching program. The notice should include:

(1) The legal authority under which the match is being conducted;

(2) A description of the matching program including whether the program is one time or continuing, the organizations involved, the purpose or purposes for which the program is being conducted, and the procedures to be used in matching and following up on the "hits";

(3) A complete description of the personal records to be matched, including the source or sources, system of records identifying data, date or dates and page number of the most recent **Federal Register** full text publication when appropriate:

(4) The projected start and ending dates of the program;

(5) The security safeguards to be used to protect against unauthorized access or disclosure of the personal records; and

(6) Plans for disposition of the source records and "hits."

7. Agencies should send a copy of this notice to the Congress and to OMB at the same time it is sent to the **Federal Register**.

a. Agencies should report new or altered systems of records as described in paragraph E.5.b., above, as necessary.

b. Agencies should also be prepared to report on matching programs pursuant to the reporting requirements of either the Privacy Act or the Paperwork Reduction Act. Reports will be solicited by the Office of Information and Regulatory Affairs and will focus on both the protection of individual privacy and the government's effective use of information technology. Reporting instructions will be disseminated to the agencies as part of either the reports required by paragraph (p) of the Privacy Act, or Section 3514 of Pub. L. 96–511.

8. *Use of Contractors.* Matching programs should, as far as practicable, be conducted "in-house" by federal agencies using agency personnel, rather than by contract. When contractors are used, however,

a. The matching agency should, consistent with paragraph (m) of the Privacy Act, cause the requirements of that Act to be applied to the contractor's performance of the matching program. The contract should include the Privacy Act clause required by Federal Personnel Regulation Amendment 155 (41 CFR 1–1.337–5);

b. The terms of the contract should include appropriate privacy and security provisions consistent with policies, regulations, standards, and guidelines issued by OMB, GSA, and the Department of Commerce;

c. The terms of the contract should preclude the contractor from using, disclosing, copying, or retaining records associated with the matching program for the contractor's own use;

d. Contractor personnel involved in the matching program shall be made explicitly aware of their obligations under the Act and of these guidelines, agency rules, and any special safeguards in relation to each specific match performed.

e. Any disclosures of records by the agency to the contractor should be made pursuant to a "routine use" (5 U.S.C. 552a(b)(3)).

F. *Implementation and Oversight.* OMB will oversee the implementation of these guidelines and shall interpret and advise upon agency proposals and actions within their scope, consistent with Section 6 of the Privacy Act.

PART 286b—PRIVACY PROGRAM

Sec.
286b.1 Reissuance and purpose.
286b.2 Applicability and scope.
286b.3 Definitions.
286b.4 Policy.
286b.5 Responsibilities.
286b.6 Procedures.
286b.7 Procedures for exemptions.
286b.8 Information requirements.

Authority: Privacy Act of 1974, Pub. L. 93–579, 88 Stat. 1896 (5 U.S.C. 552a)

Source: 51 FR 7070, Feb. 28, 1986

§ 286b.1 Reissuance and purpose.

This part reissues Administrative Instruction No. 81 to update and implement basic policies and procedures outlined in Privacy Act of 1974, DoD 5400.11–R, OMB Circular No. A–108 (TM No. 4) and to provide guidance and procedures for use in establishing the Privacy Program in the Office of the Secretary of Defense (OSD) and those organizations assigned to OSD for administrative support.

§ 286b.2 Applicability and scope.

(a) This part applies to the OSD, Joint Staff, Defense Advanced Research Projects Agency (DARPA), Uniformed Services University of the Health Sciences (USUHS) and other activities assigned to OSD for administrative support (hereafter referred to collectively as "OSD Components").

(b) This part covers record systems maintained by OSD Components and governs the maintenance, access, change, and release of information contained in OSD Component record systems, from which information pertaining to an individual is retrieved by a personal identifier.

[51 FR 7070, Feb. 28, 1986, as amended at 54 FR 2101, Jan. 19, 1990]

§ 286b.3 Definitions.

Access. Any individual's review of a record or a copy of a record or parts of a system of records.

Disclosure. The transfer of any personal information from a system of records by any means of oral, written, electronic, mechanical, or other communication, to any person, private entity, or Government agency, other than the subject of the record, the subject's designated agent, or the subject's legal guardian.

Individual. A living citizen of the United States or an alien lawfully admitted to the United States for permanent residence. The legal guardian of an individual has the same rights as the individual and may act on his or her behalf.

Individual Access. Access to information pertaining to the individual or his or her designated agent or legal guardian.

Maintain. Includes maintenance, collection, use or dissemination.

Personal Information. Information about an individual that is intimate or private, as distinguished from information related solely to the individual's official functions or public life.

§ 286b.4 Policy.

(a) It is DoD policy to protect the privacy of individuals involved in any phase of the personnel management process and to permit any individual to know what existing records pertain to him or her in any OSD Component covered by this part.

(b) Each office maintaining records and information about individuals shall ensure that their privacy is protected from unauthorized disclosure. These offices shall permit individuals to have access to, and to have a copy made of, all or any portion of records pertaining to them (except those referred to in Chapters 3 and 5, DoD 5400.11–R and to have an opportunity to request that such records be amended as provided by the Privacy Act of 1974. Individuals requesting access to their records shall receive concurrent consideration under the Privacy Act of 1974 and the Freedom of Information Act as amended, if appropriate.

(c) The heads of OSD Components shall maintain any record of an identifiable personal nature in a manner that is necessary and lawful. Any information collected must be as accurate, relevant, timely, and complete as is reasonable to ensure fairness to the individual. Adequate safeguards must be provided to prevent misuse or unauthorized release of such information.

§ 286b.5 Responsibilities.

(a) The Director of Administration and Management (DA&M) shall:

(1) Direct and administer the DoD Privacy Program for OSD Components.

(2) Establish standards and procedures to ensure implementation of and compliance with the Privacy Act of 1974, OMB Circular No. A–108 (TM No. 4), and DoD 5400.11–R.

(3) Serve as the appellate authority within OSD when a requester appeals a denial for amendment of a record or initiates legal action to correct a record.

(4) Evaluate and decide, in coordination with the General Counsel (GC), DoD, appeals resulting from denials of correction and/or amendments to records by OSD Components.

(5) Designate the Records Management Division, Correspondence and Directives Directorate, Washington Headquarters Services (WHS), as the office responsible for all aspects of the Privacy Act, except that portion pertaining to receiving and acting on public requests for personal records. As such, the Records Management Division, shall:

(i) Exercise oversight and administrative control of the Privacy Act Program in OSD and those organizations assigned to OSD for administrative support.

(ii) Provide guidance and training to organizational entities as required by the Privacy Act of 1974 and OMB Circular A–108 (TM No. 4).

(iii) Collect and consolidate data from OSD Components, and submit an annual report to the Defense Privacy Office, as required by the Privacy Act of 1974, OMB Circular A–108 (TM No. 4) and DoD 5400.11–R.

(iv) Coordinate and consolidate information for reporting all record systems, as well as changes to approved systems, to the Office of Management and Budget (OMB), the Congress, and the **Federal Register**, as required by the Privacy Act of 1974, OMB Circular No. A–108 (TM No. 4) and DoD 5400.11–R.

(v) Collect information from OSD Components, and prepare consolidated reports required by the Privacy Act of 1974 and DoD 5400.11–R.

(b) The Assistant Secretary of Defense (Public Affairs) (ASDC(A) shall:

(1) Designate the Director for Freedom of Information and Security Review, OASDP(A), as the point of contact for individuals requesting information or access to records and copies concerning themselves.

(2) Serve as the authority within OSD when requesters seek reconsideration of previously denied requests for access to records, and in coordination with the GC, DoD, and the DA&M, evaluate and decide on such requests.

(c) The Director for Freedom of Information and Security Review shall:

(1) Forward requests for information or access to records to the appropriate OSD Component having primary responsibility for any pertinent system of records under the Privacy Act of 1974 or to OSD Components, under the Freedom of Information Act as amended.

(2) Maintain deadlines to ensure that responses are made within the time limits prescribed in DoD 5400.7–R, DoD Directive 5400.10 and this part.

(3) Collect fees charged and assessed for reproducing requested materials.

(4) Refer all matters concerning amendments of records and general and specific exemptions under the Privacy Act of 1974 to the proper OSD components.

(5) Authorize a specific field activity of an OSD Component to act as the point of contact for individuals requesting information or access to records or copies, under the Privacy Act of 1974 for which the field activity has primary responsibility. All authorizations by the ASD(PA) shall be coordinated with the heads of the OSD Component concerned.

(d) The General Counsel, DoD, shall:

(1) Coordinate with the Department of Justice (DoJ) on all OSD final denials of appeals for amending records, and review actions to confirm denial of access to records.

(2) Provide advice and assistance to the DA&M in the discharge of appellate and review responsibilities, and to the ASD(PA) on all access matters.

(3) Provide advice and assistance to OSD Components on legal matters pertaining to the Privacy Act of 1974.

(e) The Head of OSD Components shall:

(1) Designate an individual as the point of contact for Privacy Act matters; designate an official to deny initial requests for access to an individual's records or changes to records; and advise both DA&M and ASD(PA) of names of officials so designated.

(2) Report any new record system, or changes to an existing system, to the Records Administrator, WHS at least 90 days before the intended use of the system.

(3) Review all contracts that provide for maintaining records systems, by or on behalf of his or her office, to ensure within his or her authority, that language is included that provides that such systems shall be maintained in a manner consistent with the Privacy Act of 1974.

(4) Revise procurement guidance to ensure that any contract providing for the maintenance of a records system, by or on behalf of his or her office, includes language that ensures that such system will be maintained in accordance with the Privacy Act of 1974.

(5) Revise computer and telecommunications procurement policies to ensure that agencies review all proposed contracts for equipment and services to comply with the Privacy Act of 1974.

(6) Coordinate with Automatic Data Processing (ADP) and word processing managers providing services to ensure that an adequate risk analysis is conducted to comply with DoD 5400.11–R.

(7) Review all Directives that require forms or other methods used to collect information about individuals to ensure that the Privacy Act of 1974 is complied with.

(8) Establish administrative systems in OSD Component organizations to

comply with the procedures listed in this part and DoD 5400.11-R.

(9) Coordinate with the Office of the General Counsel (OGC) on all proposed denials of access to records.

(10) Provide justification to the ASD(PA) when access to a record is denied in whole or in part.

(11) Provide the record to the ASD(PA) when the initial denial of a request for access to such record has been appealed by the requester, or at the time of initial denial when appeal seems likely.

(12) Maintain an accurate account of the actions resulting in a denial for access to a record or for the correction of a record. This account should be maintained so that it can be readily certified as the complete record of proceedings if litigation occurs.

(13) Ensure that all personnel who either have access to the system of records, or who are engaged in developing or supervising procedures for handling records in the system, are aware of their responsibilities for protecting personal information as established in the Privacy Act and DoD 5400.11-R.

(14) Forward all requests for access to records received directly from an individual to the ASD(PA) for appropriate suspense control and recording.

(15) Provide ASD(PA) with a copy of the requested record when the request is granted.

(f) The Director for Space Management and Services (SM&S), WHS, shall:

Upon request of the OSD Records Administrator, provide the necessary automated services through the OSD support system for publishing of data in the **Federal Register** as required by the Privacy Act of 1974.

(g) The Requester is responsible for:

(1) Submitting a request for access to a record or information, in person or in writing, to the Directorate for Freedom of Information and Security Review, (DFOI/SR), OASD(PA), Room 2C757, Pentagon, Washington, D.C. 20301–1155. The Requester must also:

(i) Establish his or her identity as outlined in DoD 5400.11–R.

(ii) Describe the record sought, and provide sufficient information to enable the material to be located (e.g., identification of system or records, approximate date it was initiated, originating organization, and type of document).

(iii) Comply with procedures provided in DoD 5400.11–R for inspecting and/or obtaining copies of requested records.

(2) Submitting a written request to amend the record to the system manager or to the office designated in the system notice.

§ 286b.6

[51 FR 7070, Feb. 26, 1986, as amended at 54 FR 2101, Jan. 19, 1990]

§ 286b.6 Procedures.

(a) *Publication of Notice in the* **Federal Register.** (1) A notice shall be published in the **Federal Register** of any record system meeting the definition of a system of records defined in DoD 5400.11–R.

(2) Regarding new or revised records systems, each OSD Component shall provide the DA&M with 90 days advance notice of any anticipated new or revised system of records. This material shall be submitted to the Office of Management and Budget (OBM) and to Congress at least 60 days before use and to the **Federal Register** at least 30 days before being put into use, in order to provide an opportunity for interested persons to submit written data, views, or arguments to the OSD Components. Instructions on content and preparation are outlined in DoD Regulation 5400.11–R.

(b) *Access to Information on Records Systems.* (1) Upon request, and as provided by the Privacy Act, records shall be disclosed only to the individual they pertain to and under whose individual name or identifier they are filed, unless exempted by provisions stated in DoD 5400.11–R.

(2) There is no requirement under the Privacy Act of 1974 that a record be created or that an individual be given access to records that are not retrieved by name or other individual identifier.

(3) Granting access to a record containing personal information shall not be conditioned upon any requirement that the individual state a reason or otherwise justify the need to gain access.

(4) No verification of identity shall be required of an individual seeking access to records that are otherwise available to the public.

(5) Individuals shall not be denied access to a record in a system of records pertaining to themselves because those records are exempted from disclosure under DoD 5400.7–R. This regulation states that "an exempted record shall be made available upon request of any individual when, in the judgment of the releasing Component or higher authority, no significant, legitimate, governmental purpose would be served by withholding it under an applicable exemption."

(6) Individuals shall not be denied access to their records for refusing to disclose their Social Security Numbers (SSNs), unless disclosure of the SSN is required by statute, by regulation adopted before January 1, 1975, or if the record's filing identifier and only means of retrieval is by SSN.

(7) Any individual may request access to a record pertaining to him or her, in person or by mail, in accordance with the procedures outlined in paragraph (b)(8) of this section.

(8) Information necessary to identify a record is: the individual's name, date of birth, place of birth, identification of the records system as listed in the **Federal Register**, or sufficient information to identify the type of records being sought, and the approximate date the records might have been created. Any individual making a request for access to records in person shall come to the Directorate for Freedom of Information and Security Review, DFOI/SR, OASD(PA) Room 2C757, Pentagon, Washington, D.C. 20301–1155; and shall provide personal identification acceptable to the Director, DFOI/SR, to verify the individual's identity (e.g., driver's license, other licenses, permits, or passes used for routine identification purposes).

(9) If an individual wishes to be accompanied by a third party when seeking access to records or wishes to have the record released directly to a third party, the individual may be required to furnish a signed access authorization granting the third party access.

(10) Any individual submitting a request by mail for access to information shall address such request to the Directorate for Freedom of Information and Security Review, OASD(PA), Pentagon, Room 2C757, Washington, D.C. 20301–1155. The request shall include a signed notarized statement to verify his or her identity or an alternate verification for individuals, such as military members overseas who do not have access to notary services.

(11) The following procedures shall apply to requests for access to investigatory records:

(i) Individuals requesting access to investigatory records pertaining to themselves and for law enforcement purposes are processed under DoD 5400.11–R or DoD 5400.7–R depending on which regulation gives them the greater degree of access.

(ii) Individual requests for access to investigatory records pertaining to themselves compiled for law enforcement purposes (and in the custody of law enforcement activities) that have been incorporated into the records system, exempted from the access provisions of DoD 5400.11–R, will be processed in accordance with Section

B, Chapter 5, DoD 5400.11–R. Individuals shall not be denied access to records solely because they are in the exempt system, but they will have the same access that they would receive under DoD 5400.7–R. (Also see subsection A.10., Chapter 3, DoD 5400.11–R).

(iii) Requests by individuals for access to investigatory records pertaining to themselves that are in records systems exempted from access provisions will be processed under subsection C.1. of Chapter 5, DoD 5400.11–R or DoD 5400.7–R, depending upon which regulation gives the greater degree of access. (See also subsection A.10., Chapter 3, DoD 5400.11–R).

(iv) Individual requests for access to investigatory records exempted from access under Section B, Chapter 5, DoD 5400.11–R that are temporarily in the hands of a noninvestigatory element for adjudicative or personnel actions, will be referred to the originating investigating agency. The requester will be informed in writing of these referrals.

(12) The following procedures shall apply to requests for illegible, incomplete, or partially exempt records:

(i) An individual shall not be denied access to a record or a copy of a record solely because the physical condition or format of the record does not make it readily available (e.g., deteriorated state or on magnetic tape). The document will be prepared as an extract, or it will be exactly recopied.

(ii) If a portion of the record contains information that is exempt from access, an extract or summary containing all of the information in the record that is releasable shall be prepared.

(iii) When the physical condition of the record makes it necessary to prepare an extract for release, the extract shall be prepared so that it will be understood by the requester.

(iv) The requester shall be informed of all deletions or changes to records.

(13) Medical records shall be disclosed to the individual they pertain to, unless a determination is made in consultation with a medical doctor, that the disclosure could have adverse effects on the individual's physical or mental health. Such information may be transmitted to a medical doctor named by the individual concerned.

(14) The individual may be charged reproduction fees for copies or records as outlined in DoD 5400.11–R.

(c) *Request To Amend Personal Information in Records Systems and Disputes.* (1) The Head of an OSD Component, or the designated official, shall allow individuals to request amendment to their records to the extent that such amendment does not violate existing statutes, regulations, or administrative procedures. Requests should be as brief and as simple as possible and should contain, as a minimum, identifying information to locate the record, a description of the items to be amended, and the reason for the change. A request shall not be rejected nor required to be resubmitted unless additional information is essential to process the request. Requesters shall be required to provide verification of their identity as stated in paragraph (b)(8) of this section to ensure that they are seeking to amend records pertaining to themselves, and not, inadvertently or intentionally, the records of others.

(2) The appropriate system manager shall mail a written acknowledgment to an individual's request to amend a record within 10 days after receipt, excluding Saturdays, Sundays, and legal public holidays. Such acknowledgment shall identify the request and may, if necessary, request any additional information needed to make a determination. No acknowledgment is necessary if the request can be reviewed, processed, and if the individual can be notified of compliance or denial within the 10-day period. Whenever practical, the decision shall be made within 30 working days. For requests presented in person, written acknowledgment may be provided at the time the request is presented.

(3) The Head of an OSD Component, or designated official, shall promptly take one of the following actions on requests to amend the records:

(i) If the OSD Component official agrees with any portion or all of an individual's request, he or she will proceed to amend the records in accordance with existing statutes, regulations, or administrative procedures, and inform the requester of the action taken. The OSD Component official shall also notify all previous holders of the record that the amendment has been made, and shall explain the substance of the correction.

(ii) If he or she disagrees with all or any portion of a request, the individual shall be informed promptly of the refusal to amend a record, the reason for the refusal, and the procedure established by OSD for an appeal as outlined in paragraph (c)(6) of this section.

(iii) If the request for an amendment pertains to a record controlled and maintained by another Federal agency, the request shall be referred to the appropriate agency, and the requester advised of this.

(4) The following procedures shall be used when reviewing records under dispute:

(i) In response to a request for an amendment to records, officials shall determine the accuracy, relevance, timeliness, or completeness of the requested record. The Head of an OSD Component, or designated official, shall develop tolerances for accuracy, relevance, and timeliness by giving consideration as to whether such tolerances could result in consequences adverse to the individual.

(ii) The Head of an OSD Component, or designated official, shall limit the review of a record to those items of information that clearly bear on any determination to amend the records and shall ensure that all those elements are present before determination is made.

(5) If the Head of an OSD Component, or designated official, after an initial review of a request to amend a record, disagrees with all or any portion of a record, he or she shall:

(i) Advise the individual of the denial and the reason for it.

(ii) Inform the individual that he or she may request a further review

(iii) Describe the procedures for requesting such review including the name and address of the official to whom the request should be directed. The procedures should be as brief and simple as possible and should indicate where the individual can seek advice or assistance in obtaining such review.

(iv) Furnish a copy of the justification of any denial to amend a record to DA&M.

(6) If an individual disagrees with the initial OSD determination, he or she may file a request for further review of the record. The request should be sent to the Deputy Assistant Secretary of Defense (Administration), Department of Defense, The Pentagon, Washington, DC 20301–1155, if the record is created and maintained by an OSD Component.

(7) If, after review, the DA&M further refuses to amend the record as requested, the DA&M shall advise the individual:

(i) Of the refusal and the reason for it.

(ii) Of his or her right to file a statement of the reason for disagreeing with the DA&M's decision.

(iii) Of the procedures for filing a statement of disagreements.

(iv) That the statement filed shall be made available to anyone the record is disclosed to, together with a brief statement, at the discretion of the OSD Component, summarizing its reasons for refusing to amend the records.

(v) That prior recipients of copies of disputed records shall be provided a copy of any statement of dispute to the extent that an accounting of disclosure is maintained.

(vi) Of his or her right to seek judicial review of the DASD(A)'s refusal to amend a record.

(8) If, after the review, the DA&M determines that the record should be amended in accordance with the individual's request, the OSD Component shall amend the record, advise the individual, and inform previous recipients where an accounting of disclosure has been maintained.

(9) The final OSD determination on an individual's request for a review of the DA&M's refusal to amend the record must be concluded within 30 days (excluding Saturdays, Sundays, and legal public holidays) after receipt by the proper office. If the DA&M determines that a fair and equitable review cannot be made within that time, the individual will be informed in writing of the reasons for the delay and of the approximate date the review is expected to be completed.

(d) *Disclosure of Disputed Information.* (1) After the DA&M has refused to amend a record and the individual has filed a statement under paragraph (c)(7) of this section, the OSD Component shall clearly annotate the record so that the proceeding is clear to any authorized person to whom the record is disclosed. The notation itself shall be integral to the record. Where an accounting of a disclosure has been made, the OSD Component shall advise previous recipients that the record has been disputed, and shall provide a copy of the individual's statement where requested.

(i) This statement shall be maintained to permit ready retrieval whenever the disputed portion of the record is to be disclosed.

(ii) When information that is the subject of a statement of dispute is subsequently disclosed, the OSD Component's designated official shall note which information is disputed and provide a copy of the individual's statement.

(2) The OSD Component shall include a brief summary of its reasons for not making a correction when disclosing disputed information. Such statement shall normally be limited to the reasons given to the individual for not amending the record.

(3) Copies of the OSD Component's summary will be treated as part of the individual's record; however, it will not be subject to the amendment procedure outlined in paragraph (c)(3) of this section.

(4) Paragraph B of Chapter 11, Dod, 5400.11–R, prescribes that all requests for participation in a matching program (either as a matching agency or a source agency) be submitted to the Defense Privacy Office for review and compliance. OSD Components will submit these requests through the Records Management Division.

(e) *Penalties*—(1) *Civil Action.* (i) An individual may file a civil suit against the United States for:

(A) Refusal to amend a record.

(B) Improper denial of the access to a record.

(C) Failure to maintain a record accurately.

(ii) An individual may also file a suit against the United States for failure to implement a provision of the Privacy Act when such failure leads to an adverse determination.

(iii) If the individual's suit is upheld, the court may direct the United States to pay the court costs and lawyer's fees.

(iv) When the individual can show that personal damage was done because an OSD officer or employee failed to comply with the provisions of the Privacy Act of 1974, the United States may be assessed damages by the court at a minimum of $1,000.

(2) *Criminal action.* (i) Criminal penalties may be imposed against an OSD officer or employee for willful unauthorized disclosure of information in the records, for failure to publish a notice of the existence of a record system in the **Federal Register**, or for gaining access to the individual's record under false pretenses (i.e., against any person who knowingly and willfully requests or obtains any record concerning another individual without legal authorization).

(ii) An OSD officer or employee may be fined up to $5,000 for a violation as outlined in paragraph (e)(2)(i) of this section.

(3) *Litigation Status Sheet.* Whenever a complaint citing the Privacy Act of 1974 is filed in a U.S. District Court against the Department of Defense, a DoD Component, or any DoD employee, the responsible system manager shall promptly notify the Defense Privacy Office. The litigation status sheet in DoD 5400.11–R provides a standard format for this notification. (The initial litigation status sheet shall, as a miniumum, provide the information required by items 1 through 6.) A revised litigation status sheet shall be provided at each stage of the litigation. When a court renders a formal opinion or judgment, copies of the judgment or opinion shall be provided to the Defense Privacy Office with the litigation status sheet reporting that judgment or opinion.

[51 FR 7070, Feb. 26, 1986, as amended at 54 FR 2101, Jan. 19, 1990]

§ 286b.7 Procedures for exemptions.

(a) *General information.* The Secretary of Defense designates those Office of the Secretary of Defense (OSD) systems of records which will be exempt from certain provisions of the Privacy Act. There are two types of exemptions, general and specific. The general exemption authorizes the exemption of a system of records from all but a few requirements of the Act. The specific exemption authorizes exemption of a system of records or portion thereof, from only a few specific requirements. If an OSD Component originates a new system of records for which it proposes an exemption, or if it proposes an additional or new exemption for an existing system of records, it shall submit the recommended exemption with the records system notice as outlined in § 286b.6. No exemption of a system of records shall be considered automatic for all records in the system. The systems manager shall review each requested record and apply the exemptions only when this will serve significant and legitimate Government purpose.

(b) *General exemptions.* [Reserved]

(c) *Specific exemptions.* All systems of records maintained by any OSD Component shall be exempt from the requirements of 5 U.S.C. 552a(d) pursuant to subsection (k)(1) of that section to the extent that the system contains any information properly classified under Executive Order 11265, "National Security Information," dated June 28, 552a(d) pursuant to subsection (k)(1) of that section to the extent that the system contains any information properly classified under Executive Order 11265, "National Security Information," dated June 28, 1979, as amended, and required by the Executive Order to be kept classified in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not otherwise specifically designated for exemptions may contain isolated information which has been properly classified. The Secretary of Defense has designated the following OSD system of records described below specifically exempted from the appropriate provisions of the Privacy Act pursuant to the designated authority contained therein:

(i) *SYSID–DWHS P26, SYSNAME.* Protective Services File. Exemption. This system of records is exempt from subsections (c)(3), (d), (e)(1), (e)(4), (G), (H), (I), and (f) of 5 U.S.C. 552a, which would require the disclosure of investigatory material compiled for law enforcement purposes; or a record maintained in connection with providing protective services to the President of the United States or other individuals pursuant to 18 U.S.C. 3056. If any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or otherwise be eligible, as a result of the maintenance of the material compiled for law enforcement purposes, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. At the time of the request for a record, a determination will be made concerning whether a right, privilege, or benefit is denied or specific information would reveal the identity of a source.

Authority. 5 U.S.C. 552a(k) (2) and (3).

Reasons. These exemptions are necessary to maintain the confidentiality of the records compiled for the purpose of law enforcement, or protecting the President of the United States or others pursuant to 18 U.S.C. 3056.

(2) *SYSID–DWHS P28, SYSNAME.* The Office of the Secretary of Defense Clearance File:

Exemption. This system of records is exempt from subsections (c)(3) and (d) of 5 U.S.C. 552a, which would require the disclosure of investigatory material compiled solely for the purpose of determining access to classified information but only to the extent that disclosure of such material would reveal the identity of a source who furnished information to the Government under an expressed promise that the identity of the source would be held in confidence or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. A determination will be made at the time of the request for a record concerning the specific information which would reveal the identity of the source.

Authority. 5 U.S.C. 552a(k)(5).

Reasons. This exemption is required to protect the confidentiality of the sources of information compiled for the purpose of determining access to classified information. This confidentiality helps maintain the Government's continued access to information from persons who would otherwise refuse to give it.

(3) *SYSID–DGC 04, SYSNAME.* Industrial Personnel Security Clearance Case Files.

Exemption. All portions of this system which fall under 5 U.S.C. 552a(k)(5) are exempt from the following provisions of Title 5 U.S.C. 552a: (c)(3); (d).

Authority. 5 U.S.C. 552a(k)(5).

Reasons. This system of records is exempt from subsections (c)(3) and (d) of Section 552a of 5 U.S.C. which would require the disclosure of investigatory material compiled solely for the purpose of determining access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an expressed promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. A determination will be made at the time of the request for a record concerning whether specific information would reveal the identity of a source. This exemption is required in order to protect the confidentiality of the sources of information compiled for the purpose of determining access to classified information. This confidentiality helps maintain the Government's continued access to information from persons who would otherwise refuse to give it.

(4) *SYSID–DWHS P32, SYSNAME.* Standards of Conduct Inquiry File.

Exemption. This system of records is exempted from subsections (c)(3) and (d) of 5 U.S.C. 552a, which would require the disclosure of: Investigatory material compiled for law enforcement purposes; or investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, or Federal contracts, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. If any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or otherwise be eligible, as a result of the maintenance of investigatory material compiled for law enforcement purposes, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. At the time of the request for a record, a determination will be made concerning whether a right, privilege, or benefit is denied or specific information would reveal the identity of a source.

Authority. 5 U.S.C. 552a(k) (2) and (5).

Reasons. These exemptions are necessary to protect the confidentiality of the records compiled for the purpose of: Enforcement of the conflict of interest statutes by the Department of Defense Standards of Conduct Counselor, General Counsel, or their designees; and determining suitability, eligibility or qualifications for Federal civilian employment, military service, or Federal contracts of those alleged to have violated or caused others to violate the Standards of Conduct regulations of the Department of Defense.

(5) *SYSID–DUSDP 02, SYSNAME.* Special Personnel Security Cases.

Exemption. All portions of this system which fall under 5 U.S.C. 552a(k)(5) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3); (d).

Authority: 5 U.S.C. 552a(k)(5).

Reasons. This system of records is exempt from subsections (c)(3) and (d) of 5 U.S.C. 552a which would require the disclosure of investigatory material compiled solely for the purpose of determining access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an expressed promise that the identity of the source would be held in confidence or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. A determination will be made at the time of the request for a record concerning whether specific information would reveal the identity of a source. This exemption is required in order to protect the confidentiality of the sources of information compiled for the purpose of determining access to classified information. This confidentiality helps maintain the Government's continued access to information from persons who would otherwise refuse to give it.

SYSID–DMRA&L 02.0, SYSNAME. Educator Application Files.

Exemption—All portions of this system which fall within 5 U.S.C. 552a(k)(5) may be exempt from the following provisions of Title 5 U.S.C. 552a: (c)(3); (d).

Authority—5 U.S.C. 552a(k)(5).

Reasons—It is imperative that the confidential nature of evaluation and investigatory material on teacher application files furnished the Department of Defense Dependent Schools (DoDDS) under promises of confidentiality be exempt from disclosure to the individual to insure the candid presentation of information necessary to make determinations involving applicants suitability for DoDDS teaching positions.

§ 286b.8 Information requirements.

The Defense Privacy Office shall establish requirements and deadlines for DoD privacy reports. These reports shall be licensed in accordance with DoD Directive 5000.19.

PART 286c—OFFICE OFJOINT CHIEF OF STAFF, PRIVACY ACT OF 1974

§ 286c.1 Source of regulations.

The Office of the Joint Chiefs of Staff is governed by the Privacy Act implementation regulations of the Office of the Secretary of Defense, 32 CFR Part 286b.

(Pub. L. 93–579, 88 Stat. 1896 (5 U.S.C. 552a))

[40 FR 55535, Nov. 28, 1975]

PART 286d—DEFENSE ADVANCED RESEARCH PROJECTS AGENCY, PRIVACY ACT OF 1974

§ 286d.1 Source of regulations.

The Defense Advanced Research Projects Agency is governed by the Privacy Act implementation regulations of the Office of the Secretary of Defense, 32 CFR Part 286b.

(Pub. L. 93–579, 88 Stat. 1896 (5 U.S.C. 552a))

[40 FR 55535, Nov. 28, 1975]

PART 286e—UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES, PRIVACY ACT OF 1974

§ 286e.1 Source of regulations.

The Uniformed Services University of the Health Sciences, is governed by the Privacy Act implementation regulations of the Office of the Secretary of Defense, 32 CFR Part 286b.

(Pub. L. 93–579, 88 Stat. 1896 (5 U.S.C. 552a))

[40 FR 55535, Nov. 28, 1975]

PART 287a—PERSONAL PRIVACY AND RIGHTS OF INDIVIDUALS REGARDING THEIR PERSONAL RECORDS

Sec.
287a.1 Purpose.
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287a.4 Definitions.
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287a.8 Exemptions.

Authority: Pub. L. 93–579, 5 U.S.C. 552a.

Source: 40 FR 55535, Nov. 28, 1975, unless otherwise noted.

§ 287a.1 Purpose.

This part delineates responsibility and provides guidance for the implementation of Pub. L. 93–579 (Privacy Act of 1974).

§ 287a.2 Applicability.

This part applies to Headquarters, DCA and DCA field activities.

§ 287a.3 Authority.

This part is published in accordance with the authority contained in 32 CFR Part 286a, August 1975.

§ 287a.4 Definitions.

Add to the definitions contained in 32 CFR 286a.6 the following:

System Manager: The DCA official who is responsible for policies and procedures governing a DCA System of Record. His title and duty address will be found in the paragraph entitled Sysmanager in DCA's Record System Notices which are published in the **Federal Register** in compliance with provisions of the Privacy Act of 1974.

§ 287a.5 Policy.

It is the policy of DCA: (a) To preserve the personal privacy of individuals, to permit an individual to know what records exist pertaining to him in the DCA, and to have access to and have a copy made of all or any portion of such records and to correct or amend such records.

(b) To collect, maintain, use, or disseminate any record of identifiable personal information in a manner that assures that such action is for a necessary and lawful purpose; that the information is timely and accurate for its intended use; and that adequate safeguards are provided to prevent misuse of such information.

§ 287a.6 Procedures and responsibilities.

(a) The Counsel, DCA, is hereby designated the Privacy Act Officer for DCA and is responsible for insuring that an internal DCA Privacy Program is established and maintained. He will also insure that all echelons of DCA effectively comply with and implement 32 CFR Part 286a.

(b) The Civilian Assistant to the Chief of Staff will be responsible for the annual reporting requirements contained in 32 CFR 286a.5.

(c) DCA System Managers and other appropriate DCA officials will:

(1) Insure compliance with the provisions of 32 CFR 286a.9.

(2) Comply with the provisions of 32 CFR 286a.11. In this area the Assistant to the Director for Administration will provide assistance.

(3) Adhere to the following:

(i) Within DCA, the System Manager of any record system will assure that records pertaining to an individual will be disclosed, upon request, to the individual to whom the record pertains. The individual need not state a reason or otherwise justify the need to gain access. A person of the individual's choosing may accompany the individual when the record is disclosed. The System Manager may require the individual to furnish a written statement authorizing discussion of the individual's records in the presence of the accompanying person. If requested, the System Manager will have a copy made of all or any portion of the record pertaining to the individual in a form comprehensible to the requester.

(ii) The System Manager may release records to the individual's representative who has the written consent of the individual. The System Manager will require reasonable identification of individuals to assure that records are disclosed to the proper person. No verification of identity will be required of an individual seeking access to records which are otherwise available to any member of the public under the Freedom of Information Act. Identification requirements should be consistent with the nature of the records being disclosed. For disclosure of records to an individual in person, the System Manager will require that the individual show some form of identification. For records disclosed to an individual in person or by mail, the System Manager may require whatever identifying information is needed to locate the record; i.e., name, social security number, date of birth. If the sensitivity of the data warrants, the System Manager may require a signed notarized statement of identity. The System Manager may compare the signatures of the requester with those in the records to verify identity. An individual will not be denied access to his record for refusing to disclose his social security number unless disclosure is required by statute or by regulation adopted before January 1,1975. An individual will not be denied access to records pertaining to him because the records are exempted from disclosure under the provisions of the Freedom of Information Act.

(iii) The System Manager will not deny access to a record or a copy thereof to an individual solely because its physical presence is not readily available (i.e. on magnetic tape) or because the context of the record may disclose sensitive information about another individual. To protect the personal privacy of other individuals who may be identified in a record, the System Manager shall prepare an extract to delete only that information which would not be releasable to the requesting individual under the Freedom of Information Act.

(iv) When the System Manager is of the opinion that the disclosure of medical information could have an adverse effect upon the individual to whom it pertains, the System Manager will promptly request the individual to submit the name and address of a doctor who will determine whether the medical record may be disclosed directly to the individual. The System Manager will then request the opinion of the doctor named by the individual on whether a medical record may be disclosed to the individual. The System Manager shall disclose the medical record to the individual to whom it pertains unless, in the judgment of the doctor, access to the record could have an adverse effect upon the individual's physical or mental health. In this event the System Manager will transmit the record to the doctor and immediately inform the individual.

(v) The fees to be charged, if any, to an individual for making copies of his record, excluding the cost of any search for and review of the record, will be in accordance with the "Schedule of Fees" as set forth in 32 CFR 286.5 and 286.10.

(vi) The System Manager of the record will permit an individual to request amendment of a record pertaining to the individual. Requests to amend records shall be in person or in writing and shall be submitted to the System Manager who maintains the records. Such requests should contain as a minimum, identifying information needed to locate the record, a brief description of the item or items of information to be amended, and the reason for the requested change.

(vii) The System Manager will provide a written acknowledgment of the receipt of a request to amend a record to the individual who requested the amendment within 10 days (excluding Saturdays, Sundays, and legal public holidays) after the date of receipt of such request. Such an acknowledgment may, if necessary, request any additional information needed to make a determination. No acknowledgment is required if the request can be reviewed and processed and the individual notified of compliance or denial within the 10 day period.

(viii) The System Manager will promptly take one of the following actions on requests to amend records:

(A) Refer the request to the agency or office that has control of and maintains the record in those instances where the record requested remains the property of the controlling office or agency.

(B) In accordance with existing statute, regulation, or administrative procedure, make any correction of any portion thereof which the individual believes is not accurate, relevant, timely or complete, or

(C) Inform the individual of the System Manager's refusal to amend the record in accordance with the individual's request, the reason for the refusal, and the individual's right to request a review of the refusal by the Director, DCA, through the DCA Privacy Act Board.

(ix) The DCA Privacy Act Board will be comprised of the DCA Counsel, as Chairman; the Assistant to the Director for Administration, and the Assistant to the Director for Personnel; or in their absence, their authorized representatives. The individual who disagrees with the refusal of the System Manager to amend his record may request a review of this refusal by the DCA Privacy Act Board. The request for the review may be made orally or in writing and shall be made to the System Manager. The System Manager will promptly forward the request for review to the Chairman of the Board to make a proper review. The Board will promptly review the matter. If, after review, the Board is unanimous in its decision that the record be amended in accordance with the request of the individual then the Chairman of the Board shall so notify the System Manager. The System Manager will immediately make the necessary corrections to the record and will promptly notify the individual. The System Manager will, if an accounting of disclosure of the record has been made, advise all previous recipients of the record, which was corrected, of the correction and its substance. This will be done in all instances when a record is amended. If, after review, the Board decides that the request for amendment should be denied, it will promptly forward its recommendation to the Director, DCA. A majority vote of the members of the Board will constitute a recommendation to the Director.

(x) The Director, DCA, upon receipt of the Board's recommendation, will complete the review and make a final determination.

(xi) If the Director, DCA, after his review, agrees with the individual's request to amend the record, he will, through the DCA Counsel, so advise the individual in writing. The System Manager will receive a copy of the Director's decision and will assure that the record is corrected accordingly and that if an accounting of disclosure of the record has been made, advise all previous recipients of the record which was corrected of the correction and its substance.

(xii) If, after his review, the Director refuses to amend the records as the individual requested, he will, through the DCA Counsel, advise the individual of his refusal and the reasons for it; of the individual's right to file a concise statement setting forth the reasons for the individual's disagreement with the decision of the Director, DCA; that the statement which is filed will be made available to anyone to whom the record is subsequently disclosed together with, at the discretion of the Agency, a brief statement by the Agency summarizing its reasons for refusing to amend the record; that prior recipients of the disputed record will be provided a copy of any statement of dispute to the extent that an accounting of disclosures was maintained; and of the individual's right to seek judicial review of the Agency's refusal to amend a record.

(xiii) The Director's final determination on the individual's request for a review of the System Manager's initial refusal to amend the record must be concluded within 30 days (excluding Saturdays, Sundays, and legal public holidays) from the date on which the individual requested such review unless the Director determines that a fair and equitable review cannot be made within that time. If additional time is required, the individual will be informed in writing of reasons for the delay and of the approximate date on which the review is expected to be completed.

(xiv) After the Director, DCA has refused to amend a record and the individual has filed a statement setting forth the reasons for the individual's disagreement with the decision of the Director, the System Manager will clearly note any portion of the record which is disputed. The System Manager's notation should make clear that the record is disputed and this should be apparent to anyone who may subsequently have access to, use, or disclose the record. When the System Manager has previously disclosed or will subsequently disclose that portion of the record which is disputed he will note that that portion of the record is disputed and will provide the recipients of the record with a copy of the individual's statement setting forth the reasons for the individual's disagreement with the decision of the Director not to amend the record. The System Manager will also provide recipients of the disputed record with a brief summary of the Director's reasons for not making the requested amendments to the record.

(xv) Nothing herein shall allow an individual access to any information compiled in reasonable anticipation of a civil action or proceeding.

(xvi) Any requests by an individual for access to or copies of his records shall be processed in accordance with this part and 32 CFR Part 286a.

(d) DCA System Managers will be:

(1) Responsible for complying with the provisions contained in 32 CFR 286a.8 relating to the disclosure to others of personal records, obtaining the written consent of individuals to whom the record pertains, and for keeping an accurate accounting of each disclosure of a record.

(2) Responsible for providing to the Civilian Assistant to the Chief of Staff the information requested in 32 CFR 286a.5. However, the information will be reported on a quarterly basis with the first report due to the Civilian Assistant to the Chief of Staff by December 31, 1975.

(e) The Assistant to the Director for Administration, Headquarters, DCA will:

(1) Be responsible for furnishing written guidelines to assist System Managers and other DCA officials in evaluating and implementing paperwork management procedures required under the Privacy Act of 1974. In this regard it should be noted that the Act establishes a number of requirements. Among these are the requirements: (i) To disclose records contained in a system of records only under conditions specified in the law, (ii) to maintain an accounting of such disclosures, (iii) to establish procedures for the disclosure to an individual of his record or information pertaining to him, (iv) for reviewing a request concerning the amendment of such record, and (v) for permitting individuals to file a statement of disagreement which will be forwarded with subsequent disclosures. The guidelines will cover those portions of the Privacy Act which requires paperwork systems for implementation. In preparing those guidelines the Assistant to the Director for Administration will make use of the "Records Management System for Implementing the Privacy Act" as provided by the GSA National Archives and Records Service, Office of Records Management. The GSA procedures and guidelines will be adapted and modified as required to meet DCA needs.

(2) Be responsible for providing the "Forms" which are required to comply with 32 CFR 286a.9(b).

(f) The Assistant to the Director for Personnel, Headquarters, DCA will:

(1) Be responsible for development, within DCA, of an appropriate training program for all DCA personnel whose duties involve responsibilities for systems of records affected by the Privacy Act.

(2) Assure that DCA personnel involved in the design, development, operation, or maintenance of any system of records, as defined in 32 CFR 286a.6 are informed of all requirements to protect the privacy of the individuals who are subjects of the records. The criminal penalties and civil suit aspects of the Privacy Act will be emphasized.

(3) Assure that within DCA administrative and physical safeguards are established to protect information from unauthorized or unintentional access, disclosure, modification or destruction and to insure that all persons whose official duties require access to or processing and maintenance of personal information are trained in the proper safeguarding and use of such information.

§ 287a.7 Questions.

Questions on both the substance and procedure of the Privacy Act and the DCA implementation thereof should be addressed to the DCA Counsel by the most expeditious means possible, including telephone calls.

§ 287a.8 Exemptions.

Section 5 U.S.C. 552a (3)(j) and (3)(k) authorize an agency head to exempt certain systems of records or parts of certain systems of records from some of the requirements of the act. This part reserves to the Director, DCA, as head of an agency, the right to create exemptions pursuant to the exemption provisions of the act. All systems of records maintained by DCA shall be exempt from the requirements of 5 U.S.C. 552a (d) pursuant to 5 U.S.C. 552a(3)(k)(1) to the extent that the system contains any information properly classified under Executive Order 11652, "Classification and Declassification of National Security Information and Material," dated March 8, 1972 (37 FR 10053, May 19, 1972) and which is required by the executive order to be kept secret in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not otherwise specifically designated for exemptions may contain isolated information which has been properly classified.

[42 FR 20298, Apr. 19, 1977]

PART 290a—DEFENSE CONTRACT AUDIT AGENCY, PRIVACY ACT OF 1974

Sec.

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Authority: 5 U.S.C. 552a.

Source: 40 FR 55538, Nov. 28, 1975, unless otherwise noted.

§ 290a.1 Purpose.

This part implements the Privacy Act of 1974 by prescribing:

(a) The procedures whereby individuals can be notified in response to their requests if any system of records named by the individuals contains a record pertaining to them.

(b) The requirements for verifying the identity of individuals who request their records or information pertaining to them before the record or information shall be made available to them.

(c) The procedures for granting access to individuals upon their request of their records or information pertaining to them.

(d) The procedures for reviewing a request from individuals concerning the amendment of any record or information pertaining to them, for making a determination on the request, and for an appeal of an initial adverse determination.

(e) The procedures and policies governing the collection, safeguarding, maintenance, public notice, use and dissemination of personal information.

(f) The conditions under which disclosure of personal information may be made and procedures for exempting systems of records from certain requirements of the Privacy Act of 1974.

§ 290a.2 Applicability and scope.

(a) The provisions of this part apply to all offices of DCAA, hereinafter referred to singularly as "element" or collectively as "elements."

(b) Its provisions govern the collection, maintenance, use, and dissemination of personal information by DCAA in accordance with 5 U.S.C. 552a. Requests for information under the Freedom Information Act, 5 U.S.C. 552, by an individual about another individual are governed by the provisions of 32 CFR Part 290. Requests for personal information from the General Accounting Office are governed by DOD Directive 7650.1, "General Accounting Office Comprehensive Audits." Requests for personal information from the Congress are governed by DOD Directive 5400.4, "Provision of Information to Congress." Requests from other agencies and the courts are governed by DOD Directive 5400.7, "Availability to the Public of Department of Defense Information," as well as the provisions of this part.

§ 290a.3 Policy.

The policy of DCAA is to:

(a) Preserve the personal privacy of individuals, permitting individuals to know what records pertaining to them are collected, maintained, used, or disseminated in DCAA, and to have access to and have a comprehensible copy made of all or any portion of such records, and to correct or amend such records.

(b) Collect, maintain, use, or disseminate any record of identifiable personal information in a manner that assures that such action is for a necessary and lawful purpose; that the information is timely and accurate for its intended use; and that adequate safeguards are provided to prevent misuse of such information.

§ 290a.4 Authority and responsibilities.

(a) A DCAA Privacy Board is hereby established for the purpose of ensuring the preservation of individual privacy within DCAA. Privacy programs and procedures shall be developed and coordinated by the Board under the Chairmanship of the Assistant Director, Resources.

(1) Membership of the Board shall consist of the Records Administrator, who shall serve as the Executive Secretary and Privacy Act Coordinator; and representatives designated by the Assistant Director, Operations and Professional Development; Counsel; Director of Personnel; Security Officer; and Chief, Information Systems and Services.

(2) The Board shall:

(i) Identify all DCAA systems of records affected by the Privacy Act.

(ii) Obtain all data required by the act concerning each record system so identified.

(iii) Review policies, practices, and procedures relating to each identified system of records to ensure they are in conformity with the act.

(iv) Supervise the preparation for publication in the **Federal Register** of all required information on systems of records affected by the act.

(v) Review for conformity with the act, all procedures, including forms, which require an individual to furnish information, and formulate corrective or supplementary provisions as necessary.

(vi) Recommend establishment of DCAA policies which will provide safeguards to protect personal privacy.

(vii) Refer to the DOD Privacy Board for resolution, any requirement for information from an individual which does not appear to be clearly authorized by law or Executive Order.

(viii) Review proposed DCAA implementing instructions and related issuances pertaining to the Privacy Act, as well as draft implementing instructions of the DCAA Regional Offices in order to provide the comprehensive guidance necessary for uniform compliance with the act by all elements of DCAA.

(ix) Serve as the focal point on privacy matters for DCAA in communications with the DOD Privacy Board, which serves as the focal point in communications with the Office of Management and Budget, the Privacy Protection Study Commission, and the Office of the Federal Register for publication of systems notices.

(b) The Assistant Director, Resources, in conjunction with the DCAA Privacy Board shall:

(1) Formulate DCAA policies to ensure that both manual and ADP record systems contain appropriate safeguards to protect personal privacy.

(2) Ensure development throughout DCAA of an appropriate training program for all personnel whose duties involve responsibilities for systems of records affected by the act.

(c) Regional Managers, the Chief of Detachment A, and the Manager of the Defense Contract Audit Institute shall:

(1) Designate a Privacy Act Coordinator to serve as the principal point of contact on privacy matters.

(2) Establish and maintain an effective internal Privacy Program, through all echelons, as prescribed herein.

§ 290a.5 Definitions.

(a) Individual: A citizen of the United States or an alien lawfully admitted for permanent residence. A legal guardian or the parent of a minor has the same rights as the individual and may act on behalf of the individual.

(b) Maintain (records on individuals): Collect, use, or disseminate.

(c) Record: Any item, collection, or grouping of information about an individual that is maintained by an element, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(d) System of records: A group of any records under the control of any element from which information is retrieved by the name of an individual or by some identifying number, symbol or other identifying particular assigned to the individual.

(e) Routine use: With respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected. Routine use encompasses not only common or ordinary uses, but also all the proper and necessary uses of the record, even if such use occurs infrequently.

§ 290a.6 Access by the individual.

(a) Upon request, individuals shall be informed whether or not a system of records contains a record pertaining to them. Accompanied by a person of their own choosing, if so desired, they shall be permitted to review their records, and to obtain a copy of such records in a form that is comprehensible to them unless exempted in accordance with §§ 290a.9 or 290a.6(a)5, below. This part does not require that a record be created or that an individual be given access to records which are not retrieved by name or other individual identifier. Only costs of reproduction may be charged; however, the first copy of a personnel record maintained by a Personnel Office should be provided without charge. If copying is the only means whereby the record can be made available to the individual, reproduction fees will not be assessed; i.e., when a copy must be made in order to delete information contained on the record pertaining to another individual.

(1) The granting of access to a record containing personal information shall not be conditioned upon any requirement that the individual state a reason or otherwise justify the need to gain access.

(2) Prior to being granted access to personal information, an individual may be required to provide reasonable verification of identity.

(i) No verification of identity shall be required of an individual seeking access to records which are otherwise available to any member of the public under the Freedom of Information Act.

(ii) For the individual who seeks access in person, verification of identity will normally be made by those documents which an individual is likely to have readily available, such as an employee identification card, driver's license, or medical card.

(iii) When access is requested by mail, verification of identity may consist of the individual providing certain minimum identifying data, such as name and date of birth or such other information deemed necessary by the element having custody of the record. If the sensitivity of the data warrants, a signed notarized statement of identity may be required.

(iv) An individual shall not be denied access to his record for refusing to disclose his Social Security Number (SSN) unless disclosure of his SSN is required by statute or by regulation adopted before January 1, 1975.

(v) Individuals may not be denied access to a record pertaining to themselves because those records are exempted from disclosure under the provisions of the Freedom of Information Act.

(3) Access to a record or a copy thereof will not be denied solely because the record's physical presence is not readily available, i.e., on magnetic tape, or because the context of the record may disclose sensitive information about another individual. To protect the personal privacy of other individuals who may be identified in a record, an extract shall be prepared deleting only that information which would not be released to the requesting individual under the Freedom of Information Act.

(4) A medical record shall be disclosed to the individual to whom it pertains unless, in the judgment of a physician, access to such record could have an adverse effect upon the individual's physical or mental health. When it has been determined that the disclosure of medical information could have an adverse effect upon the individual to whom it pertains, the information may be transmitted to a physician named by the requesting individual.

(5) This part does not entitle an individual to have access to any information compiled in reasonable anticipation of a civil action or proceeding.

(6) An element may require an individual who wishes to be accompanied by another person when receiving access to his records to furnish a written statement authorizing discussion of the records in the presence of the accompanying person.

(7) Any requests from individuals for access to or copies of their own records shall be processed in accordance with this part and not the Freedom of Information Act. Normally, requests for access to records should be acknowledged within 10 working days of receipt and access provided within 30 working days.

(8) Copies of investigatory records compiled by an investigative organization, but in the temporary custody of an element requesting the record for purposes of adjudication or other personnel action, are the records of the originating investigative agency. Individuals seeking access to such records shall be directed to the originating investigative organization and should be instructed to direct all requests submitted under the Privacy Act of 1974 to that organization. Records concerning the adjudication, or other personnel actions based on the investigative records, are originated by DCAA and are the records of DCAA. All requests for these records shall be referred to the Security Officer, DCAA who shall respond under this part concerning them.

(b) Amendment of personal information.

(1) Individuals shall be given the opportunity to request either in person or through the mail that their records be amended; however, all requests for such amendment must be made in writing. Instructions for the preparation of a request and any forms employed should be as brief and as simple as possible. Requests should contain as a minimum, identifying information to locate the record, a description of the items to be amended and the reason amendment is being requested. A request shall not be rejected or required to be resubmitted unless additional information is essential to process the request. Incomplete or inaccurate requests shall not be rejected categorically; the individual shall be asked to clarify the request as needed. Individuals shall be required to provide identification of identity as in § 290a.6(a)(2) to assure that the requester is seeking to amend records pertaining to him and not inadvertently or intentionally, the records of another individual.

(2) A written acknowledgment of the receipt of a request for amendment of a record must be provided to the individual within 10 working days (excluding Saturdays, Sundays, and legal public holidays) after receipt by the proper office. The acknowledgment shall clearly identify the request and advise the individual when he may expect to be advised of action taken on the request. Whenever practicable the decision shall be made within 30 working days. No separate acknowledgment of receipt is necessary if the request can be either approved or denied, and the individual advised within the 10-day period. For requests presented in person, written acknowledgment may be provided at the time the request is presented.

(3) If the element agrees with any portion or all of the individual's request to amend a record, it shall promptly advise the individual and amend the record accordingly. If a disclosure accounting has been made, the element shall advise all previous recipients of the record that the amendment has been made and the substance of the correction.

(4) If the element disagrees with all or any portion of a request to amend a record, it shall promptly:

(i) Advise the individual of its refusal and the reasons therefor;

(ii) Inform the individual that he may request a further review by the Assistant Director, Resources; and

(iii) Describe the procedures for requesting such a review, including the name and address of the Assistant Director, Resources.

(5) A review of the initial refusal to amend a record shall be made if requested by the individual.

(i) The Assistant Director, Resources, shall make a review of the initial determination.

(ii) If, after conducting the review, the Assistant Director, Resources, also refuses to amend the record in accordance with the individual's request, the individual shall be notified:

(A) Of the refusal and the reasons therefor;

(B) Of the right to file a concise statement of reasons for disagreeing with the decision of the agency;

(C) Of the procedures for filing a statement of disagreement; and that such statement will be made available to anyone to whom the record is subsequently disclosed;

(D) That prior recipients of the disputed record will be provided a copy of the statement of disagreement to the extent that an accounting of disclosures is maintained;

(E) Of his right to seek judicial review of the agency's refusal to amend a record.

(iii) If the Assistant Director, Resources determines that the record should be amended in accordance with the request, the element shall amend the record, advise the individual and inform previous recipients where an accounting of disclosures has been maintained.

(iv) A final determination on the individual's request for a review of an initial refusal to amend a record must be completed within 30 working days after receipt by the proper office unless the Director, DCAA determines that a fair and equitable review cannot be completed in that time. If additional time is required, the individual shall be informed in writing of the reasons for the delay and of the approximate date on which the review is expected to be completed.

(6) When an individual files a statement of dispute, the element shall clearly annotate the record so that the dispute is apparent to anyone who may subsequently grant access to, use, or disclose the record. The notation itself shall be integral to the record. Where an accounting of disclosure has been made, the element shall advise previous recipients that the record has been disputed and shall provide a copy of the individual's statement.

(i) The individual's statement of dispute need not be filed as an integral part of the record to which it pertains. It shall, however, be maintained in such a manner as to permit ready retrieval whenever the disputed portion of the record is to be disclosed. When information which is the subject of a statement of dispute is subsequently disclosed, the element shall note which information is disputed and provide a copy of the individual's statement.

(ii) An element may include a brief summary of its reasons for not making an amendment when disclosing disputed information. Summaries normally will be limited to the reasons stated to the individual. The element's summary will be treated as part of the individual's record; however, it will not be subject to the amendment procedures.

§ 290a.7 Disclosure to others.

(a) Except as prescribed in § 290a.6, this part does not require disclosure of records to anyone other than the individual to whom the records pertain.

(b) No record contained in a system of records maintained within DCAA shall be disclosed by any means of communication to any person, or to any agency outside DCAA, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains unless disclosure of the record will be:

(1) To those officials and employees of DCAA who have a need for the record in the performance of their duties and the use is compatible with the purpose for which the record is maintained. This includes, for example, transfer of information between DOD components when personnel assigned to DCAA are processed by an activity of another component such as the Defense Investigative Service, the Defense Supply Agency, or one of the Military Departments.

(2) Required to be disclosed to a member of the public by the Freedom of Information Act. Some examples of personal information pertaining to civilian employees which are normally released without an unwarranted invasion of privacy are: name, present and past positions, office phone number, and grade. However, disclosure of personal information pertaining to civilian employees shall be made in accordance with the Federal Personnel Manual and, therefore, all requests for such information should be referred to the appropriate Personnel Office.

(3) For a routine use as defined in § 290a.5 and described in DCAA record system notices.

(4) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity authorized by law.

(5) To a recipient who has provided DCAA with advance adequate written assurance that: The record will be used solely as a statistical research or reporting record; the record is to be transferred in a form that is not individually identifiable, i.e., the identity of the individual cannot be determined by combining various statistical records; and will not be used to make any decisions about the rights, benefits, or entitlements of an individual.

(6) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value. A record transferred to a Federal records center for safekeeping or storage does not fall within this category since Federal records center personnel act on behalf of DCAA in this instance and the records remain under the control of DCAA. No disclosure accounting record of the transfer of records to Federal records centers need be maintained.

(7) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the element which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought. Blanket requests for all records pertaining to an individual will not be accepted. A record may also be disclosed to a law enforcement agency at the initiative of the Counsel, DCAA when criminal conduct is suspected, provided that such disclosure has been established in advance as a routine use.

(8) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of the individual to whom the record pertains.

(9) To either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, or any joint committee. This does not authorize the disclosure of any record subject to this part to members of Congress acting in their individual capacities or on behalf of their constituents, unless the individual consents.

(10) To the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office.

(11) Pursuant to the order of a court of competent jurisdiction.

(i) When a record is disclosed under compulsory legal process and when the issuance of that order or subpoena is made public by the court which issued it, make reasonable efforts to notify the individual to whom the record pertains. This may be accomplished by notifying the individual by mail at his most recent address as contained in the element's records.

(ii) Upon being served with an order to disclose a record, the element shall endeavor to determine whether the issuance of the order is a matter of public record and, if it is not, seek to be advised when it becomes public. An accounting of the disclosure shall be made at the time the element complies with the order or subpoena.

(c) Each DCAA element, with respect to each system of records under its control shall:

(1) Except for disclosures made under paragraphs (b)(1) and (b)(2) of this section, keep an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency; and the name and address of the person or agency to whom the disclosure is made. A DCAA element need not make a notation on a single document of every disclosure of a particular record, provided it can construct from its system the required accounting information when required by the individual; when necessary to inform previous recipients of any amended record; or when providing a cross reference to the justification or basis upon which the disclosure was made, including any written documentation as required in the case of the release of records for statistical or law enforcement purposes.

(2) Retain the accounting made under paragraph (c)(1) of this section, for at least 5 years after the last disclosure or the life of the record, whichever is longer. No record of the disclosure of this accounting need be maintained.

(3) Upon request of the individual to whom the record pertains, make available to that individual all information in its accounting of disclosures except that pertaining to disclosures for law enforcement purposes pursuant to § 290a.7(b)(7).

(d) (1) An individual's name and address may not be sold or rented by an element unless such action is specifically authorized by law. This provision shall not be construed to require the withholding of names and addresses otherwise permitted to be made public.

(2) Lists or compilations of names and home addresses, or single home addresses will not be disclosed, without the consent of the individual involved, to the public including, but not limited to, individual congressmen, creditors, and commercial and financial institutions. Requests for home addresses may be referred to the last known address of the individual for reply at his discretion and the requester will be notified accordingly. This prohibition may be waived when circumstances of a case indicate compelling and overriding interests.

§ 290a.8 Collection of personal information from individuals.

(a) Personal information shall be collected to the greatest extent practicable directly from the individual when the information may result in adverse determinations about an individual's rights, benefits, and privileges under Federal programs. The collection of information from third parties shall be minimized. Exceptions to this policy may be made under certain circumstances, such as the following:

(1) There is a need to insure accuracy of information supplied by an individual by verifying with a third party, such as in the case of verifying information for a security clearance.

(2) The nature of the information is such that it can only be obtained from a third party, such as an employee's performance in a previous job or assignment.

(3) Obtaining the information from the individual would present exceptional practical difficulties or would result in unreasonable cost.

(b) Each individual who is asked to supply personal information must be told of the authority (statute or Executive Order) which authorizes its solicitation; the principal purpose or purposes for which it is to be used; the routine uses to be made of it; whether furnishing such information is mandatory or voluntary; and the effects on him, if any, of not providing it. This notice to the individual may be made on the form used to collect the information or on a separate form which can be retained by the individual. This advice must be given regardless of the media used in requesting information, whether it is a "form" in the usual sense, i.e., a preprinted document with a control number and an edition date, or a format, questionnaire, survey sheet, or report rendered on a blank sheet.

(1) Forms in use before September 27, 1975, which are to be used on and after that date must meet the notice requirements by use of a separate statement to accompany each form subject to the provisions of the Privacy Act of 1974. The statement will be assigned the identifying number used in collecting the information and the suffix "Privacy Act Statement," as follows:

(i) For forms in regularly issued, numbered series, the Privacy Act Statement shall bear the same number as the form to which it pertains.

(ii) For unnumbered formats, questionnaires, survey forms, and reports, the Privacy Act Statement will bear the report control symbol or OMB Approval Number under the authority of which the information is collected if applicable.

(2) As forms are revised or new ones issued, the Privacy Act Statement shall be incorporated, if practical, in the body of each form, format, questionnaire, survey sheet, or report initiated or revised on or after September 27, 1975. Where feasible, the Privacy Act Statement when incorporated on a form, format, etc. should be positioned in such a manner that the individual will be informed of the information required by the act before he begins to furnish any of the information requested.

(3) (i) The proponent, i.e., the initiator, has the final responsibility for determining whether a form, format, questionnaire, survey, or report requires a Privacy Act Statement. Statements should be sufficiently complete and specific, but, at the same time, be concise and couched in easily understood language.

(ii) Forms and information management officers at all echelons of DCAA must assure that Privacy Act Statements are available and that new forms contain the Statement, if required.

(iii) No element may deny any individual any right, benefit, or privilege provided by law because of such individual's refusal to disclose his SSN, unless such disclosure is required by Federal statute or to any element maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual. Executive Order No. 9397, November 22, 1943, authorizes elements to use the SSN as a system of numerical identification of individuals.

(iv) Any DCAA element which requests an individual to disclose the SSN must inform that individual whether disclosure is mandatory or voluntary, by what statutory or other authority such number is solicited, and what uses will be made of it.

(c) If disclosure of the SSN is not required by Federal statute or is not for a system of records in existence and operating prior to January 1, 1975, DCAA elements are not precluded from requesting it from the individuals concerned. However, the separate Privacy Act Statement for the SSN alone, or a merged Privacy Act Statement, covering not only the SSN but also other items of personal information, must make clear that the disclosure of the SSN is voluntary. If, in such instances, the individual refuses to disclose it, the element concerned must be prepared to identify him by alternate means.

§ 290a.9 Exemptions.

(a) The Director, DCAA reserves the right to designate the systems of records maintained by this agency which are to be exempted from certain provisions of the Privacy Act of 1974, and shall publish in the **Federal Register** information specifying the name of each designated system, the specific provisions of the act from which each system is to be exempted, and the reasons for each exemption of the record system.

(b) To qualify for a general exemption, as defined in the Privacy Act of 1974, the system of records must be maintained by an agency or component thereof which performs as its principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities of prosecutors, courts, correctional, probation, pardon, or parole authorities. Such system of records must consist of:

(1) Information compiled for the purpose of identifying individual criminal offenders and alleged offenders and containing only identifying data and notations of arrests, the nature and disposition of criminal charges,

sentencing, confinement, release, and parole and probation status;

(2) Information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual; or

(3) Reports identifiable to an individual compiled at any state of the process of enforcement of the criminal laws from arrest or indictment through release from supervision.

(c) To qualify for a specific exemption, as defined by the Privacy Act of 1974, the system of records must be:

(1) Specifically authorized under criteria established under an Executive Order to be kept classified in the interest of national defense or foreign policy and are in fact properly classified pursuant to such Executive Order;

(2) Investigatory material compiled for law enforcement purposes, other than material covered under a general exemption; however, an individual shall not be denied access to information which has been used to deny him a right or privilege unless disclosure would reveal a confidential source. The Security Officer, DCAA, shall establish procedures governing the granting of confidentiality;

(3) Maintained in connection with providing protective service to the President of the United States or other individuals protected pursuant to 18 U.S.C. 3056.

(4) Used only to generate aggregate data or for other similarly evaluative or analytic purposes and which are not used to make decisions on the rights, benefits, or entitlements of individuals except for the disclosure of a census record permitted by 13 U.S.C. 8.

(5) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. The Security Officer, DCAA, shall establish procedures governing the granting of confidentiality;

(6) Testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process; or

(7) Evaluation material used to determine potential for promotion in the Armed Services, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence.

(d) Section 5 U.S.C. 552a (j) and (k) authorize an agency head to exempt certain systems of records or parts of certain systems of records from some of the requirements of the act. All systems of records maintained by the Defense Contract Audit Agency shall be exempt from the requirements of 5 U.S.C. 552a(d) pursuant to 5 USC 552a(k)(1) to the extent that the system contains any information properly classified under Executive Order 11652, "Classification and Declassification of National Security Information and Material," dated March 8, 1972 (37 FR 10053, May 19, 1972) and which is required by the Executive Order to be kept secret in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not otherwise specifically designated for exemptions may contain isolated information which has been properly classified.

[40 FR 55538, Nov. 28, 1975, as amended at 42 FR 35157, July 8, 1977]

§ 290a.10 Systems of records.

(a) (1) Each DCAA element shall maintain in its records systems only such personal information as is relevant and necessary to accomplish a purpose or mission required by statute or Executive Order of the President.

(2) Each element shall identify the specific provision of law, or Executive Order, which provides authority for the maintenance of information in each system of records.

(3) Statutory or regulatory authority to establish and maintain a system of records does not convey unlimited authority to collect and maintain all information which may be useful or convenient to have. The proponent of each system of records will evaluate each category of information in a system for both necessity and relevance. In performing this evaluation the following points will be considered:

(i) Relationship of each item of information to the statutory or regulatory purpose for which the system is maintained.

(ii) Specific adverse consequences of not collecting each category of information.

(iii) Possibility of meeting the information requirement through use of information not individually identifiable or through sampling techniques.

(iv) Length of time that the information is needed and, where appropriate, techniques for purging parts of the record.

(v) Financial cost of information maintenance compared to risk or adverse consequence of not maintaining it.

(vi) Necessity and relevance of this information to all individuals included in the system.

(4) Collection will be discontinued for each category or item of information which after the above evaluation does not appear to be reasonably justifiable. Moreover, such information will be withdrawn and destroyed provided it can be economically segregated from necessary and relevant information.

(5) The evaluation described above will be performed by each proponent of a system of records:

(i) During the design phase of a new system of records or a change in an existing system of records.

(ii) Annually, prior to republication of all system notices in the **Federal Register**.

(b) (1) The Privacy Act requires that a notice of the existence of each system of records, as defined in § 290a.5, be published in the **Federal Register**. Initial system notices will be submitted to the Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)) by the Records Administrator.

(2) Notices for new systems must be published in the **Federal Register** for public comment at least 30 days before the system may be legally implemented. The proposed notices shall be submitted to the Records Administrator at least 90 days before the proposed implementing date. The Records Administrator shall submit the proposed system notices to OASD(C) 60 days before the proposed implementing date.

(3) (i) The following proposed changes to an existing system must be published in the **Federal Register** for public comment at least 30 days before the changes are implemented:

(A) Those which expand the categories of individuals on whom records are maintained.

(B) Those which add new categories or records to the system.

(C) Those which add new categories to the sources.

(D) New or changed routine uses which involve disclosure to a new category of recipient.

(E) Changes in procedures governing access.

(ii) Notices of proposed changes to existing systems will be submitted to the Records Administrator 90 days before implementation.

(4) Changes in records systems not stated in paragraph (b)(3)(i) of this section, do not require advance publication, but must be submitted for inclusion in the annual consolidated listing of records systems. Accordingly, each DCAA element shall establish procedures to ensure that all such changes are forwarded to the Records Administrator by May 1 of each year for submission to the Office of the Assistant Secretary of Defense (Comptroller) by May 31 for annual publication in the **Federal Register**.

(5) Concurrently with paragraphs (b)(3) and (4) of this section, the Office of the Assistant Secretary of Defense (Comptroller) shall provide the Office of Management and Budget and the Privacy Protection Study Commission advance notice of proposals to establish new systems or to change routine uses of existing system.

(6) The Records Administrator shall ensure that information contained in each system notice, as published in the **Federal Register**, is incorporated in DCAA Manual 5015.1, Files Maintenance and Disposition. DCAA elements shall take immediate action to either publish a system notice, or discontinue any system of records not contained in the Files Maintenance and Disposition Manual.

(c) (1) Records used by DCAA elements in making determinations about an individual will be maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to ensure fairness to the individual in any determination.

(2) Prior to disseminating any record about an individual to any person other than a Federal agency, unless the dissemination is made pursuant to the Freedom of Information Act, reasonable efforts will be made to ensure that such records are accurate, complete, timely, and relevant for agency purposes.

(d) Maintenance of a system of records describing how individuals exercise rights guaranteed by the First Amendment is prohibited unless expressly authorized by Federal statute or by the individual concerned, unless pertinent to and within the scope of an authorized law enforcement activity. The exercise of these rights includes, but is not limited to, religious and political beliefs, freedom of speech and the press, and the right of assembly and to petition.

(e) The head of each DCAA element shall assure that persons, including Government contractors or their employees, involved in the design, development, operation, maintenance, or control of any system of records, as defined in § 290a.5, are informed of all requirements to protect the privacy of the individuals who are subjects of the records. The following sanctions should be emphasized to personnel:

(1) There are criminal penalties for knowingly and willfully disclosing a record about an individual without the written consent or the written request of that individual, or unless disclosure is for one of the reasons listed in § 290a.7.

(2) The agency may be subject to civil suit for failure to comply with the Privacy Act of 1974.

(f) (1) Each DCAA element shall establish administrative and physical safeguards to protect each system of records from unauthorized or unintentional access, disclosure, modification, or destruction. These safeguards shall apply to systems of records, in whatever medium in which personal information is processed or stored. Such safeguards shall be tailored to the requirements of each system of records.

(2) Access to personal information shall be restricted to those persons whose official duties require access and the individual concerned and in accordance with § 290a.7.

(3) Each DCAA element shall ensure that all persons whose official duties require access to or processing and maintenance of personal information are trained in the proper safeguarding and use of such information.

(4) Personal records and documents shall be stored so as to reasonably preclude unauthorized disclosure.

(5) Disposal of records containing personal information which are no longer required will be accomplished in such a manner that will prevent the contents from being disclosed, e.g., tearing the record into pieces to prevent reconstruction, burning, or in the case of magnetic tapes, by degaussing.

§ 290a.11 Annual report.

(a) Each DCAA Region shall prepare an annual report for the preceding calendar year on its implementation of the Privacy Act.

(b) Seven copies of the report shall be furnished to the Records Administrator by March 15 of each year for transmittal in six copies to the OASD(C) by March 31 of each year.

(c) The annual report shall contain the following:

(1) A brief management summary of the status of actions taken to comply with the act, the results of these efforts, any problems encountered and recommendations for any changes in legislation, policies, or procedures.

(2) A summary of major accomplishments; i.e., improvements in information practices and safeguards.

(3) A summary of major plans for activities in the upcoming year, e.g., area of emphasis, additional securing of facilities.

(4) A list of systems which are exempted during the year from any of the operative provisions of this law permitted under the terms of subsections (j) and (k) of the Privacy Act of 1974, whether or not the exemption was obtained during the year, the number of records in each system exempted from each specific provision and reasons for invoking the exemption.

(5) A brief summary of changes to the total inventory of personal data systems subject to the provisions of the act, including reasons for major changes, e.g., the extent to which review of the relevance of and necessity for records has resulted in elimination of all or portions of systems of records or any reduction in the number of individuals on whom records are maintained.

(6) A general description of operational experiences including estimates of the number of individuals (in relation to the total number of records in the system) requesting information on the existence of records pertaining to them, refusing to provide information, requesting access to their records, appealing initial refusals to amend records, and seeking redress through the courts.

(7) Any available data, or estimates, of the cost of administering the Privacy Act of 1974.

PART 291a—DEFENSE NUCLEAR AGENCY PRIVACY PROGRAM

Sec.
291a.1 Purpose.
291a.2 Applicability.
291a.3 Designations.
291a.4 Responsibilities.
291a.5 Exemptions.

Authority: Pub. L. 93-597, 88 Stat. 1896 (5 U.S.C. 552a).

Source: 51 FR 12312, Apr. 10, 1986.

§ 291a.1 Purpose.

This rule implements the provisions of the Privacy Act of 1974, as amended, and adopts the policies and procedures as set forth by the Department of Defense Privacy Program, 32 CFR Part 286a.

§ 291a.2 Applicability.

The provisions of this rule apply to Headquarters, Defense Nuclear Agency (HQDNA), Field Command, Defense Nuclear Agency (FCDNA), and the Armed Forces Radiobiology Research Institute (AFRRI).

§ 291a.3 Designations.

The General Counsel, HQDNA, is designated as the agency Privacy Act Officer. The Privacy Act Officer is the principal point of contact for privacy matters and is the agency Initial Denial Authority. The Director, DNA, is the agency Appellate Authority.

§ 291a.4 Responsibilities.

(a) The Director, DNA is responsible for implementing the agency Privacy Program in accordance with the specific requirements of 32 CFR Part 286a.

(b) The Privacy Act Officer is responsible for monitoring and ensuring agency compliance with the DoD Privacy Program in accordance with 32 CFR Part 286a.

(c) Agency component and element responsibilities are set forth in DNA Instruction 5400.11A,[1] March 3,1986.

[51 FR 12312, Apr. 10, 1986, as corrected by 51 FR 15479, Apr. 24, 1986]

§ 291a.5 Exemptions.

(a) HDNA 007 Security Operations:

(1) Specific Exemption. Portions of this system of records are exempt from the provisions of 5 U.S.C. 552a (c)(3); (d); (e)(4) (G), (H), (I); and (f).

(2) **Authority**. 5 U.S.C. 552a(k)(5).

(3) **Reason**. To protect the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to September 27, 1975, under an implied promise that identity of the source would be held in confidence.

(b) In accordance with 32 CFR 286a.50(c), the blanket exemption for classified material is applicable to any agency system of records.

PART 292a—PRIVACY ACT OF 1974

Sec.
292a.1 Authority.
292a.2 Purpose.
292a.3 Scope.
292a.4 Definitions.
292a.5 Procedures for requests pertaining to individual records in a record system.
292a.6 Disclosure of requested information to individuals.
292a.7 Special procedures: Medical records.
Sec.
292a.8 Request for correction of amendment to record.
292a.9 Agency review of request for correction or amendment of record.
292a.10 Appeal of initial adverse Agency determination for access, correction or amendment.
292a.11 Fees.
292a.12 General exemptions. [Reserved]
292a.13 Specific exemptions.

Authority: 5 U.S.C. 552a.

Source: 51 FR 44064, Dec. 8, 1986.

§ 292a.1 Authority.

Pursuant to the requirements of section 553 of Title 5 of the United States Code, the Defense Intelligence Agency promulgates its rules for the implementation of the Privacy Act of 1974, Pub. L. 93–579, 5 U.S.C. 552a (f) and (k).

§ 292a.2 Purpose.

(a) To promulgate rules providing procedures by which individuals may exercise their rights granted by the act to: (1) Determine whether a Defense Intelligence Agency system of records contains a record pertaining to themselves; (2) be granted access to all or portions thereof; (3) request administrative correction or amendment of such records; (4) request an accounting of disclosures from such records; and (5) appeal any adverse determination for access or correction/amendment of records.

(b) To set forth Agency policy and fee schedule for cost of duplication.

(c) To identify records subject to the provisions of these rules.

(d) To specify those systems of records for which the Director, Defense Intelligence Agency, claims an exemption.

§ 292a.3 Scope.

(a) Any individual who is a citizen of the United States or an alien lawfully admitted for permanent residence in the United States may submit an inquiry to the Defense Intelligence Agency.

(b) These rules apply to those systems of records: (1) Maintained by the Defense Intelligence Agency; (2) for which the Defense Intelligence Agency prescribes the content and disposition pursuant to statute or executive order of the President, which may be in the physical custody of another Federal agency; (3) not exempted from certain provisions of the act by the Director, Defense Intelligence Agency.

(c) The Defense Intelligence Agency may have physical custody of the official records of another Federal agency which exercises dominion and control over the records, their content, and access thereto. In such cases, the Defense Intelligence Agency maintenance of the records is considered subject to the rules of the other Federal agency. Except for a request for a determination of the existence of the record, when the Defense Intelligence Agency receives requests related to these records, the DIA will immediately refer the request to the controlling agency for all decisions regarding the request and will notify the individual making the request of the referral.

(d) Records subject to provisions of the Act which are transferred to the Washington National Records Center for storage shall be considered to be maintained by the Defense Intelligence Agency. Disclosure from such records—to other than an element of the Defense Intelligence Agency—can only be made with the prior approval of the Defense Intelligence Agency.

(e) Records subject to provisions of the act which are transferred to the National Archives shall be considered to be maintained by the National Archives and are no longer records of the Agency.

§ 292a.4 Definitions.

(a) All terms used in this part which are defined in 5 U.S.C. 552a shall have the same meaning herein.

(b) As used in this part:

(1) The term "Act" means the Privacy Act of 1974, Pub. L. 93–579, 5 U.S.C. 552a.

(2) The term "Agency" means the Defense Intelligence Agency.

§ 292a.5 Procedures for requests pertaining to individual records in a record system.

(a) An individual seeking notification of whether a system of records, maintained by the Defense Intelligence Agency, contains a record pertaining to himself/herself and who desires to review, have copies made of such records, or to be provided an accounting of disclosures from such records, shall submit his or her request in writing. Requesters are encouraged to review the systems of records notices published by the Agency so as to specifically identify the particular record system(s) of interest to be accessed.

(b) In addition to meeting the requirements set forth in § 292a.5, the individual seeking notification, review or copies, and an accounting of disclosures will provide in writing his or her full name, address, social security account number or date of birth and a telephone number where the requester can be contacted should questions arise concerning his or her request. This information will be used only for the purpose of identifying relevant records in response to an individual's inquiry. It is further recommended that individuals indicate any present or past relationship or affiliations, if any, with the Agency and the appropriate dates in order to facilitate a more thorough search of the record system specified and any other system which may contain information concerning the individual. A signed notarized statement may also be required.

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[1] Copies may be obtained, if needed, from: HQ, Defense Nuclear Agency, Office of General Counsel, Washington, DC 20305–1000.

(c) An individual who wishes to be accompanied by another individual when reviewing his or her records, must provide the Agency with written consent authorizing the Agency to disclose or discuss such records in the presence of the accompanying individual.

(d) A request for medical records must be submitted as set forth in § 292a.7.

(e) Individuals should mail their written request to: Defense Intelligence Agency, RTS–1, Washington, DC 20340–3299 and indicate clearly on the outer envelope "Privacy Act Request."

(f) An individual who makes a request on behalf of a minor or legal incompetent shall provide a signed notarized statement affirming the relationship.

(g) When an individual wishes to authorize another person access to his or her records, the individual shall provide a signed notarized statement authorizing and consenting to access by the designated person.

(h) Except as provided by section 552a(b) of the act, 5 U.S.C. 552a(b), the written request or prior written consent of the individual to whom a record pertains shall be required before such record is disclosed to any person or to another agency outside the Department of Defense.

(i) Any person who knowingly and willfully requests or obtains any record concerning an individual from this Agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

§ 292a.6 Disclosure of requested information to individuals.

The Defense Intelligence Agency, upon receiving a request for notification of the existence of a record or for access to a record, shall: (a) Determine whether such record exists; (b) determine whether access is available under the Privacy Act; (c) notify the requester of those determinations within 10 days (excluding Saturday, Sunday and legal public holidays) and; (d) provide access to information pertaining to that person which has been determined to be available.

§ 292a.7 Special procedures: Medical records.

Medical records, requested pursuant to § 292a.5, will be disclosed to the requester unless the disclosure of such records directly to the requester could, in the judgment of a physician, have an adverse effect on the physical or mental health or safety and welfare of the requester or other persons with whom he may have contact. In such an instance, the information will be transmitted to a physician named by the requester or to a person qualified to make a psychiatric or medical determination.

§ 292a.8 Request for correction or amendment to record.

(a) An individual may request that the Defense Intelligence Agency correct, amend, or expunge any record, or portions thereof, pertaining to the requester that he believes to be inaccurate, irrelevant, untimely, or incomplete.

(b) Such requests shall be in writing and may be mailed to RTS–1 as indicated in § 292a.5.

(c) The requester shall provide sufficient information to identify the record and furnish material to substantiate the reasons for requesting corrections, amendments or expurgation.

§ 292a.9 Agency review of request for correction or amendment of record.

(a) The Agency will acknowledge a request for correction or amendment of a record within 10 days (excluding Saturday, Sunday, and legal public holidays) of receipt. The acknowledgment will be in writing and will indicate the date by which the Agency expects to make its initial determination.

(b) The Agency shall complete its consideration of requests to correct or amend records within 30 days (excluding Saturday, Sunday, and legal holidays) and inform the requester of its initial determination.

(c) If it is determined that records should be corrected or amended in whole or in part, the Agency shall advise the requester in writing of its determination; and correct or amend the records accordingly. The Agency shall then advise prior recipients of the records of the fact that a correction or amendment was made and provide the substance of the change.

(d) If the Agency determines that a record should not be corrected or amended, in whole or in part, as requested by the individual, the Agency shall advise the requester in writing of its refusal to correct or amend the records and the reasons therefor. The notification will inform the requester that the refusal may be appealed administratively and will advise the individual of the procedures for such appeals.

§ 292a.10 Appeal of initial adverse Agency determination for access, correction, or amendment.

(a) An individual who disagrees with the denial or partial denial of his or her request for access, correction, or amendment of Agency records pertaining to himself/herself, may file a request for administrative review of such refusal within 30 days after the date of notification of the denial or partial denial.

(b) Such requests should be in writing and may be mailed to RTS–1 as indicated in § 292a.5.

(c) The requester shall provide a brief written statement setting forth the reasons for his or her disagreement with the initial determination and provide such additional supporting material as the individual feels necessary to justify his or her appeal.

(d) Within 30 days (excluding Saturday, Sunday, and legal public holidays) of the receipt of request for review, the Agency shall advise the individual of the final disposition of his or her request.

(e) In those cases where the initial determination is reversed, the individual will be so informed and the Agency will take appropriate action.

(f) In those cases where the initial determinations are sustained, the individual shall be advised:

(1) In the case of a request for access to a record, of the individual's right to seek judicial review of the Agency refusal for access.

(2) In the case of a request to correct or amend the record: (i) Of the individual's right to file with record in question a concise statement of his or her reasons for disagreeing with the Agency's decision, (ii) of the procedures for filing a statement of disagreement, and (iii) of the individual's right to seek judicial review of the Agency's refusal to correct or amend a record.

§ 292a.11 Fees.

(a) The schedule of fees chargeable is contained at § 286.60 et seq. As a component of the Department of Defense, the applicable published Departmental rules and schedules with respect to fees will also be the policy of DIA.

(b) Current employees of the Agency will not be charged for the first copy of a record provided by the Agency.

(c) In the absence of an agreement to pay required anticipated costs, the time for responding to a request begins on resolution of this agreement to pay.

(d) The fees may be paid by check, draft or postal money order payable to the Treasurer of the United States. Remittance will be forwarded to the office designated in § 292a.5(e).

§ 292a.12 General exemptions [Reserved].

§ 292a.13 Specific exemptions.

(a) All systems of records maintained by the Defense Intelligence Agency shall be exempt from the requirements of 5 U.S.C. 552a(d) pursuant to 5 U.S.C. 552a(k)(1) to the extent that the system contains any information properly classified under Executive Order 12356 "National Security Information" (47 FR 14874, April 2, 1982), or which is required by Executive Order to be kept secret in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not specifically designated for exemption may contain isolated information which has been properly classified.

(b) The Director, Defense Intelligence Agency, designates the systems of records listed below for exemptions under the specified provisions of the Privacy Act of 1974 (Pub. L. 93–579).

LDIA 0271

System Name:

Investigations and Complaints.

Exemption:

Parts of this record system may be exempt from the following portions of Title 5, U.S.C.; section 552a (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (e)(4)(I).

Authority.

5 U.S.C. 552a: (k)(2), (k)(5), and (k)(7).

Reason:

The reasons for asserting these exemptions are to insure the integrity of the Inspector General process within the Agency. The execution of this function requires that information be provided in a free and open manner without fear of retribution or harassment in order to facilitate a just, thorough and timely resolution of the complaint or inquiry. Disclosures from this system can enable individuals to conceal their wrongdoings or mislead the course of the investigation by concealing, destroying or fabricating evidence or documents. Also, disclosures can subject sources and witnesses to harassment or intimidation which may cause individuals not to seek redress for wrongs through Inspector General channels for fear of retribution or harassment.

LDIA 0275

System Name:

DoD Hotline Referrals.

Exemption:

Parts of this record system may be exempt from the following portions of Title 5, U.S.C.; section 552a (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (e)(4)(I).

Authority:

5 U.S.C. 552a: (k)(2), (k)(5), and (k)(7).

Reason:

The reasons for asserting these exemptions are to insure that informants can report instances of fraud and mismanagement without fear of reprisal or unauthorized disclosure of their identity. The execution of this function requires that information be provided in a free and open manner without fear of retribution or harassment in order to facilitate a just, thorough and timely resolution of the case. These records are priviledged Director, DIA, documents and information contained therein is not routinely released or disclosed to anyone.

LDIA 0800

System Name:

Security Files.

Exemption:

Parts of this record system may be exempt from the following portions of Title 5, U.S.C.; section 552a (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (e)(4)(I).

Authority:

5 U.S.C. 552a: (k)(2), (k)(5), and (k)(7).

Reason:

The reason for asserting these exemptions are to insure the integrity of the adjudication process used by the Agency to determine the suitability, eligibility or qualification for Federal service with the Agency and to make determinations concerning the questions of access to classified materials and activities. The proper execution of this function requires that the Agency have the ability to obtain candid and necessary information in order to fully develop or resolve pertinent information developed in the process. Potential sources, out of fear of retaliation, exposure or other action, may be unwilling to provide needed information or may not be sufficiently frank to be a value in personnel screening, thereby seriously interfering with the proper conduct and adjudication of such matters.

LDIA 0800

System Name:

Operation Record System.

Exemption:

Parts of this record system may be exempt from the following portions of Title 5, U.S.C.; section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(45)(H), and (e)(4)(I).

Authority:

5 U.S.C. 552a (k)(2), (k)(5), and (k)(7).

Reason:

The reason for asserting these exemptions are to insure the integrity of ongoing foreign intelligence collection and/or training activities conducted by the Defense Intelligence Agency and the Department of Defense. The execution of these functions requires that information in response to national level intelligence requirements be provided in a free and open manner without fear of retribution or unauthorized disclosure. Disclosures from this system can jeopardize sensitive sources and methodology.

[52 FR 29182, Aug. 6, 1987]

PART 295c—PERSONAL PRIVACY AND RIGHTS OF INDIVIDUALS REGARDING THEIR PERSONAL RECORDS, DEFENSE MAPPING AGENCY

Sec.

295c.1 Purpose and scope.
295c.2 Definitions.
295c.3 Procedures for requests for information pertaining to individual records in a record system.
295c.4 Disclosure of requested information to individuals.
295c.5 Request for correction or amendment to record.
295c.6 Agency review of request for correction or amendment of record.
295c.7 Appeal of initial adverse agency determination on correction or amendment.
295c.8 Disclosure of record to person other than the individual to whom it pertains.
295c.9 Fees.
295c.10 Penalties.
295c.11 Specific exemptions.

Authority: Pub. L. 93–579, secs. 552a (f) and (k); 5 U.S.C. 552a (f) and (k).

Source: 40 FR 55543, Nov. 28, 1975, unless otherwise noted.

§ 295c.1 Purpose and scope.

(a) This regulation is published pursuant to the Privacy Act of 1974, Pub. L. 93–579, 88 Stat. 1896, 5 U.S.C. 552a (hereinafter the "Privacy Act"). This regulation:

(1) Establishes or advises of procedures whereby an individual can (i) request notification of whether the Defense Mapping Agency (DMA) maintains or has disclosed a record pertaining to him in any nonexempt system of records, (ii) request a copy or other access to such a record or to an accounting of its disclosure, (iii) request that the record be amended and (iv) appeal any initial adverse determination of any such request;

(2) Specifies those systems of records which the Director, Headquarters DMA has determined to be exempt from the procedures established by this regulation and from certain provisions of the Privacy Act. DMA policy encompasses the safeguarding of individual privacy from any misuse of DMA records and the provision of the fullest access practicable to individuals to DMA records concerning them.

§ 295c.2 Definitions.

As used in this part:

"Individual" means a natural person who is a citizen of the United States or an alien lawfully admitted for permanent residence. A legal guardian or the parent of a minor have the same rights as the individual and may act on behalf of the individual.

"Maintain" means to collect, use or disseminate records on individuals.

"Record" means any item, collection or grouping of information about an individual that is maintained by the DMA or a Component thereof, including, but not limited to, his education, financial transactions, medical history and criminal or employment history and that contains his name or the identifying number, symbol or other identifying particulars assigned to the individual such as a finger or voice print or a photograph.

"System of records" means a group of any records under the control of the DMA or a Component thereof from which information is retrieved by the name of an individual or by some identifying number or symbol or other identifying particular assigned to the individual.

"Routine use" means (with respect to the disclosure of a record), the use of such record for a purpose which is compatible with the purpose for which it was collected. Routine use encompasses not only common or ordinary uses but also all the proper and necessary uses of the record even if such use occurs infrequently.

§ 295c.3 Procedures for requests for information pertaining to individual records in a record system.

(a) Upon request in person or by mail any individual, as defined in § 295c.2, shall be informed whether or not any DMA system of records contains a record pertaining to him.

(b) Any individual requesting such information in person may present himself at HQ DMA or at the principal office of the DMA Component (please refer to the DMA address list at § 295c.3(e)) thought to maintain the record in question and shall provide:

(1) Information sufficient to identify the record, e.g., the individual's own name, date of birth, place of birth, and, if possible, an indication of the type of record believed to contain information concerning the individual, and

(2) Acceptable identification to verify the individual's identity, e.g., driver's license, employee identification card or medicare card.

(c) Any individual requesting such information by mail shall address his request to the Director, Defense Mapping Agency, or to the Director of the DMA Component (refer to § 295c.3(e) for address list) thought to maintain the record in question and shall include in such request the following:

(1) Information sufficient to identify the record, e.g., the individual's own name, date of birth, place of birth, and, if possible, an indication of the type of record believed to contain information concerning the individual, and,

(2) A signed, notarized statement to verify his identity, if, in the opinion of the DMA custodian of the record, the sensitivity of the material involved warrants.

(d) DMA Procedures on Requests for Information. Upon receipt of a request for information made in accordance with these regulations, notice of the existence or nonexistence of any records described in such requests will be furnished to the requesting party within ten working days of receipt.

(e) DMA Headquarters and Component address list:

(1) Director, Defense Mapping Agency, Building 56, U.S. Naval Observatory, Washington, D.C. 20305.

(2) Director, DMA Aerospace Center, St. Louis Air Force Station, Missouri 63118.

(3) Director, DMA Hydrographic Center, Washington, D.C. 20390.

(4) Director, DMA Topographic Center, 6500 Brooks Lane, NW, Washington, D.C. 20315.

(5) Director, Defense Mapping School, Fort Belvoir, Virginia 22060.

(6) Director, Inter American Geodetic Survey, APO New York 09827.

§ 295c.4 Disclosure of requested information to individuals.

(a) Upon request by an individual made in accordance with the procedures set forth in this section, such individual shall be granted access to any record pertaining to him which is contained in a nonexempt DMA system of records. However, nothing in this section shall allow an individual access to any information compiled by DMA in reasonable anticipation of a civil or criminal action or proceeding.

(b) *Procedures for requests for access to records.* Any individual may request access to a DMA record pertaining to him in person or by mail.

(1) Any individual making such request in person shall present himself at Headquarters Defense Mapping Agency, or at the principal office of the DMA Component (refer to § 295c.3(e) for address list) thought to maintain such record and shall provide identification to verify the individuals' identity, e.g., driver's license, employee identification card, or medicare card.

(2) Any individual making a request for access to records by mail shall address such request to the Director, Defense Mapping Agency, or the Director of the DMA Component (refer to § 295c.3(e) for address list) thought to maintain the record in question, and shall include therein a signed, notarized statement to verify his identity.

(3) Any individual requesting access to records under this section in person may be accompanied by a person of his own choosing while reviewing the record requested. If an individual elects to be so accompanied he shall give notice of such election in his request and shall provide a written statement authorizing disclosure of the record in the presence of the accompanying person. Failure to so notify DMA in a request for access shall be deemed to be a decision by the individual not to be accompanied.

(c) *DMA determination of requests for access.* (1) Upon receipt of a request made in accordance with this section, the Staff Director of the Headquarters or Component Staff Element having responsibility for maintenance of the record in question, or his delegate shall:

(i) Determine whether or not such request shall be granted.

(ii) Make such determination and provide notification within 30 working days after receipt of such request.

(iii) Notify the individual that fees for reproducing copies of records will be assessed and should be remitted before the copies may be delivered. Fee schedule and rules for assessing fees are contained in § 295c.9.

(iv) Requests for access to personal records may be denied only after consultation with Council of a DMA Component, when available, or the Counsel, Headquarters DMA, in all other cases, to determine that such denial is authorized by the Act.

(2) If access to a record is denied because such information has been compiled by DMA in reasonable anticipation of a civil or criminal action or proceeding, the individual will be notified of such determination and his right to judicial appeal under 5 U.S.C. 552a(g).

(d) *Manner of providing access.* (1) If access is granted, the individual making the request shall notify the DMA whether the records requested are to be copied and mailed to him.

(2) If the records are to be made available for personal inspection the individual shall arrange for a mutually agreeable time and place for inspection of the record. The DMA reserves the right to require the presence of a DMA officer or employee during personal inspection of any record pursuant to this section and to request of the individual that he provide a signed acknowledgment of the fact that access to the record in question was granted him by the DMA.

§ 295c.5 Request for correction or amendment to record.

(a) Any individual may request amendment of a record pertaining to him in accordance with the following procedure.

(b) After inspection of a record pertaining to him an individual may file a request in writing with the Staff Director of the DMA Headquarters or Component Staff Element having responsibility for maintenance of the record in question for amendment of a record. Such requests shall specify the particular portions of the record to be amended, the desired amendments and the reasons, supported by documentary proof, if available, therefor.

§ 295c.6 Agency review of request for correction or amendment of record.

(a) Not later than 10 working days after receipt of a request to amend a record, in whole or in part, the Staff Director of the DMA Headquarters or Component Staff Element having responsibility for maintenance of the record in question shall make any correction of any portion of the record which the individual believes is not accurate, relevant, timely or complete and thereafter inform the individual of such correction; or inform the individual by certified mail, return receipt requested, of refusal to amend the record setting forth the reasons therefor and notifying the individual of his right to appeal the decision to the Director, Defense Mapping Agency in accordance with § 295c.7.

(b) Requests for amendment of a record may be refused only after consultation with Counsel at a DMA Component, when available, or the Counsel, HQ DMA, in all other cases, to determine that such refusal is authorized by the Act.

(c) Any person or other agency to whom the record has been previously disclosed shall be informed of any correction or notation of dispute with respect to such records.

(d) These provisions for amending records are not intended to permit the alteration of evidence previously presented during any administrative or quasi-judicial proceeding, such as an employee grievance case. Any changes in such records should be made only through the established procedures for such cases. Further, these provisions are not designed to permit collateral attack upon what has already been the subject of an administrative or quasi-judicial action. For example, an individual may not use this procedure to challenge the final decision on a grievance, but the individual would be able to challenge the fact that such action has been incorrectly recorded in his file.

§ 295c.7 Appeal of initial adverse agency determination on correction or amendment.

(a) An individual whose request for amendment of a record pertaining to him may further request a review of such determination in accordance with this section.

(b) Not later than 30 working days following receipt of notification of refusal to amend, an individual may file an appeal of such decision with the Director, Defense Mapping Agency. The appeal shall be in writing, mailed or delivered to Headquarters, Defense Mapping Agency, Building 56, U.S. Naval Observatory, Washington, D.C. 20305. The appeal shall identify the records involved, shall indicate the dates of the request and adverse determination and shall indicate the express basis for that determination. In addition, the letter of appeal shall state briefly and succinctly the reasons why the adverse determination should be reversed.

(c) Upon appeal from a denial to amend a record the Director, Defense Mapping Agency shall make a determination whether or not to amend the record and shall notify the individual of that determination by certified mail, return receipt requested, not later than 10 working days after receipt of such appeal, unless extended pursuant to paragraph (d) of this section.

(1) The Director shall also notify the individual of the provisions of the Privacy Act of 1974 (5 U.S.C. 552a(g) (1A) regarding judicial review of his determination.

(2) If on appeal the refusal to amend the record is upheld, the individual shall be permitted to file a statement setting forth the reasons for his disagreement with the Director's determination and such statement shall be appended to the record in question.

(d) The Director may extend up to 30 days the time period prescribed above within which to make a determination on an appeal from refusal to amend a record for the reason that a fair and equitable review cannot be completed within the prescribed time period.

§ 295c.8 Disclosure of record to person other than the individual to whom it pertains.

(a) Subject to the conditions hereinafter set forth, no officer or employee of the DMA will disclose any record which is contained in a system of records, by any means of communication to any person or other agency who is not an individual to whom the record pertains.

(b) Any such record may be disclosed to any person or other agency only upon written request or with prior written consent of the individual to whom the record pertains.

(c) In the absence of a written consent from the individual to whom the record pertains, such record may be disclosed only provided such disclosure is:

(1) To those officers and employees of the DoD who have a need for the record in the performance of their duties.

(2) Required under the Freedom of Information Act.

(3) For a routine use as defined in § 295.2 of this chapter.

(4) To the Bureau of Census for purposes of planning or carrying out a census or survey or related activity under the provisions of Title 13 of the U.S. Code.

(5) To a recipient who has provided the DMA with adequate advance written assurance that the record will be used solely as a statistical research or reporting record and the record is transferred in a form that is not individually identifiable and will not be used to make any decisions about the rights, benefits or entitlements of an individual.

(6) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the U.S. Government or for evaluation by the Administrator of the General Services Administration or his designee to determine whether the record has such value.

(7) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the U.S. for a civil or criminal law enforcement activity authorized by law, provided the head of the agency or instrumentality has made a prior written request to the Director, Defense Mapping Agency specifying the particular record and the law enforcement activity for which it is sought.

(8) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual, if upon such disclosure notification is transmitted to the last known address of such individual.

(9) To either house of Congress, and, to the extent of the matter within its jurisdiction, any committee or subcommittee or joint committee of Congress.

(10) To the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the GAO.

(11) Under an order of a court of competent jurisdiction.

(d) Except for disclosures made pursuant to paragraphs (c) (1) and (2) of this section, an accurate accounting will be kept of the data, nature and purpose of each disclosure of a record to any person or agency, and the name and address of the person or agency to whom the disclosure was made. The accounting of disclosures will be made available for review by the subject of a record at his request except for disclosures made pursuant to paragraph (c)(7) of this section. If an accounting of disclosure has been made, any person or agency contained therein will be informed of any correction or notation of dispute made pursuant to § 295c.6.

§ 295c.9 Fees.

(a) The following services are available with respect to requests made under the provisions of this part for which fees will be charged as provided in paragraphs (b) and (c) of this section.

(1) Copying of records/documents.

(2) Certification of copies of records/documents.

(b) The fees set forth below provide for documents to be mailed with ordinary first-class postage prepaid. If a copy is to be transmitted, at the individual's request, by registered, certified, air or special delivery mail, postage therefor will be added to the basic fee. Also, if special handling or packaging is required, costs thereof will be added to the basic fee.

(1) Schedule of fees:

General fees:	
Minimum fee, per request plus	$2.00
Forms, per copy	.05
Publication, per printed page	.01
Microfiche, per fiche	.06
Reports, per printed page	.05
(Examples: Cost of 20 forms, $3.00, cost of a printed publication with 100 pages, $3.00; cost of a microfiche publication consisting of 10 fiche, $2.60).	
Office copy reproduction (when shelf stock is not available).	
Minimum charge up to six reproduced pages	2.00
Minimum charge, first fiche	5.00
Each additional page	.05
Each additional fiche	.10
Other issuances:	
Minimum charge up to six pages	2.00
Each additional page	.05
Certification and validation of documents with the DMA seal	2.00

(2) Rules relating to charging fees:

(i) Fees may be charged to an individual only for the making of copies when requested by the individual. When copies are made by the DMA as a necessary incident to granting access to a record, a fee may not be charged.

(ii) The individual may not be charged for time spent in searching for requested records or for time spent in reviewing records to determine if they fall within the disclosure requirements of the Act.

(iii) The fee charged may not exceed the direct cost of making the copy.

(3) Certification and validation with the DMA seal of documents will be available at $2.00 for each certification.

(c) Fees charged for the above services are payable in advance by check, or money order payable to the Treasurer of the United States.

§ 295c.10 Penalties.

The Privacy Act of 1974 (5 U.S.C. 552a(i)(3)) makes it a misdemeanor subject to a maximum fine of $5,000, to knowingly and willfully request or obtain any record concerning an individual under false pretenses. The Act also establishes similar penalties for violations by DMA employees of the Act or regulations established thereunder.

§ 295c.11 Specific exemptions.

(a) The Director of the Defense Mapping Agency proposes to designate the systems of records described in paragraphs (b) through (d) of this section for exemptions under the specified provisions of the Privacy Act of 1974.

(b) ID—Manual.

SYSNAME—504-01 Personnel Security Files.

EXEMPTION—Parts of this system of records are exempt from the following provisions of Title 5, U.S. Code, section 552a: (d), (e) (1), (e) (4) (G), (e) (4) (H), (e) (4) (I) and (f).

AUTHORITY—5 U.S.C. 552a(k)(5).

REASONS—This system of records is maintained solely for the purpose of determining an individual's qualifications, eligibility or suitability for access to classified information. Portions of it are considered relevant and necessary to making judicious determinations as to such qualifications, eligibility or suitability and could only be obtained by providing assurances to the source that his or her identity would not be revealed to the subject of the record. Disclosure of all or part of the record with the identity of the source removed would likely reveal the identity of the source, e.g., the record could contain information which could only have been furnished by one of several individuals known to the subject.

(c) ID—Manual.

SYSNAME—504-01-3 Personnel Security Investigative Files.

EXEMPTION—Parts of this system of records are exempt from the following provisions of Title 5, U.S. Code, section 552a: (d), (e) (1), (e) (4) (G), (e) (4) (H), (e) (4) (I) and (f).

AUTHORITY—5 U.S.C. 552a(k)(5).

REASONS—This system of records is maintained solely for the purpose of determining an individual's qualifications, eligibility or suitability for access to classified information. Portions of it are considered relevant and necessary to making judicious determinations as to such qualifications, eligibility or suitability and could only be obtained by providing assurances to the source that his or her identity would not be revealed to the subject of the record. Disclosure of all or part of the record with the identity of the source removed would likely reveal the identity of the source, e.g., the record could contain information which could only have been furnished by one of several individuals known to the subject.

(d) ID—Manual.

SYSNAME—504-02 Special Security Briefing and Debriefing Files.

EXEMPTION—Parts of this system of records are exempt from the following provisions of Title 5, U.S. Code, section 552a: (d), (e) (1), (e) (4) (G), (e) (4) (H), (e) (4) (I) and (f).

AUTHORITY—5 U.S.C. 552a(k)(5).

REASONS—This system of records is maintained solely for the purpose of determining an individual's qualifications, eligibility or suitability for access to classified information. Portions of it are considered relevant and necessary to making judicious determinations as to such qualifications, eligibility or suitability and could only be obtained by providing assurances to the source that his or her identity would not be revealed to the subject of the record. Disclosure of all or part of the record with the identity of the sources removed would likely reveal the identity of the source, e.g., the record could contain information which could only have been furnished by one of several individuals known to the subject.

(e) In addition, all systems of records maintained by the DMA shall be exempt from the requirements of 5 U.S.C. 552a(d) pursuant to 5 U.S.C. 552a(k)(1) to the extent that such systems contain any information properly classified under Executive Order 11652, 3 CFR Part 339, and which is required by the said Executive Order to be kept secret in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not otherwise specifically designated for exemptions herein may contain isolated items of information which have been properly classified.

PART 298a—DEFENSE INVESTIGATIVE SERVICE, PRIVACY ACT OF 1974

Sec.

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Authority: 88 Stat. 1896, 5 U.S.C. 552a; Pub. L. 93–579.

Source: 40 FR 55546, Nov. 28, 1975, unless otherwise noted.

§ 298a.1 Purpose and applicability.

(a) This part establishes rules, policies and procedures for the disclosure of personal records in the custody of the Defense Investigative Service (DIS) to the individual subjects, the handling of requests for amendment or correction of such records, appeal and review of DIS decisions on these matters, and the application of general and specific exemptions, under the provisions of the Privacy Act of 1974. It also prescribes other policies and procedures to effect compliance with the Privacy Act of 1974 and DOD Directive 5400.11.

(b) The procedures set forth in this part do not apply to DIS personnel seeking access to records pertaining to themselves which previously have been available. DIS personnel will continue to be granted ready access to their personnel, security, and other records by making arrangements directly with the maintaining office. DIS personnel should contact the Office of Information and Legal Affairs for access to investigatory records pertaining to themselves or any assistance in obtaining access to other records pertaining to themselves, and may follow the procedures outlined in these rules in any case.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35640, July 10, 1981]

§ 298a.2 References.

(a) Pub. L. 93–579 (5 U.S.C. 552a) the Privacy Act of 1974.

(b) DOD Directive 5400.11, Personal Privacy and Rights of Individuals Regarding Their Personal Records, dated August 4,1975.

(c) DIS Regulation 28–1, "The DIS Records Management Program."

(d) DOD Directive 5400.7, DOD Freedom of Information Program.

(e) Office of Management and Budget Guidelines for Implementation of the Privacy Act of 1974, dated July 1,1975.

(f) DIS Manual for Personnel Security Investigations.

[40 FR 55546, Nov.28, 1975, as amended at 46 FR 35640, July 10, 1981]

§ 298a.3 Definitions.

(a) All terms used in this part which are defined in 5 U.S.C. 552a shall have the same meaning herein.

(b) As used in this part, the term "agency" means the Defense Investigative Service.

[46 FR 35640, July 10, 1981]

§ 298a.4 Information and procedures for requesting notification.

(a) *General.* Any individual may request and receive notification of whether he is the subject of a record in any system of records maintained by DIS using the information and procedures described in this section.

(1) Paragraphs (b) and (c) of this section give information that will assist an individual in determining in what systems of DIS records (if any) he may be the subject. This information is presented as a convenience to the individual in that he may avoid consulting the lengthy systems notices elsewhere in the **Federal Register**.

(2) Paragraph (d) of this section details the procedure an individual should use to contact DIS and request notification. It will be helpful if the individual states what his connection with DIS has or may have been, and about what record system(s) he is inquiring. Such information is not required, but its absence may cause some delay.

(b) *DIS Record Systems.* Following is a list of DIS records systems pertaining to individuals. These systems are described in detail in the DOD input to the **Federal Register.**

Authorizing DIS Records Systems Pertaining to individuals

Number	Title
DIS 1–01	Privacy and Freedon of Information Request Records.
DIS 1–02	Personnel Locator System.
DIS 2–01	Inspector General Complaints.
DIS 4–01	Civilian Employee Personnel Records.
DIS 4–02	Optional Personnel Management Records (OPMR).
DIS 4–04	Civilian Applicant Records.
DIS 4–05	Military Personnel Management Information System.
DIS 4–06	Civilian Personnel Management Information System.
DIS 4–07	Adverse Actions, Grievance Files and Administrative Appeals.
DIS 4–08	Equal Employment Opportunity Complaints.
DIS 4–09	Merit Promotion Plan Records.
DIS 4–10	Incentive Awards.
DIS 5–01	Investigative Files System.
DIS 5–02	The Defense Central Index of Investigations (DCII).
DIS 5–03	National Agency Check Case Control System (NCCS).
DIS 5–04	Defense Case Control System (DCCS).
DIS 5–05	Subject and Reference Locator Records.
DIS 6–01	Defense Investigative Service Personnel Security Files.
DIS 6–02	Special Compartmented Intelligence (SCI) Access File.
DIS 7–01	Enrollment, Registration and Course Completion.
DIS 7–02	Guest/Instructor Identification Records.
DIS 8–01	Industrial Personnel Security Clearance File.

(c) *Categories of Individuals in DIS Record Systems.* (1) If an individual has ever been investigated by DIS, the investigative case file should be a record in system DIS 5–01. An index to such files should be in DIS 5–02.

(2) If an individual has ever made a formal request to DIS under the Freedom of Information Act or the Privacy Act of 1974, a record pertaining to that request under the name of the requester, or subject matter, will be in system DIS 1–01.

(3) If an individual is or has ever been a member of DIS, i.e., a civilian employee or appointee, or a military assignee, then he may be a subject of any of the 22 record systems depending on his activities, with the following exceptions:

(i) Civilian personnel will not be subjects of DIS 4–05.

(ii) Military personnel will not be subjects of systems DIS 4–06, 07, 08, or 09.

(4) Individuals who have been applicants for employment with DIS, or nominees for assignment to DIS, but who have not completed their DIS affiliation, may be subjects in systems DIS 4–02, 4–04, 5–01, 5–02, or 6–01.

(5) Any individual who is a subject, victim or cross-referenced personally in an investigation by an investigative element of any DoD component, may be referenced in the Defense Central Index of Investigations, system DIS 5–02, in an index to the location, file number, and custodian of the case record.

(6) Individuals who have ever presented a complaint to or have been connected with a DIS Inspector General inquiry may be subjects of records in system DIS 2–01.

(7) If an individual has ever attended the Defense Industrial Security Institute, he should be subject of a record in DIS 7–01.

(8) If an individual has ever been a guest speaker or instructor at the Defense Industrial Security Institute, he should be the subject of a record in DIS 7–02.

(9) If an individual is an employee or major stockholder of a government contractor or other DoD-affiliated company or agency and has been issued, now possesses or has been processed for a security clearance, he may be subject to a record in DIS 8–01.

(d) *Procedures.* The following procedures should be followed to determine if an individual is a subject of records maintained by DIS, and to request notification and access.

(1) Individuals should submit inquiries in person or by mail to the Office of Information and Legal Affairs, 1900 Half St., SW, Washington, DC 20325. Inquiries by personal appearance should be made Monday through Friday from 8:30 to 11:30 a.m. and 1:00 to 4:00 p.m. The information requested in § 298a.5 must be provided if records are to be accurately identified. Telephonic requests for records will not be honored. In a case where the system of records is not specified in the request, only systems that would resonably contain records of the individual will be checked, as described in § 298a.4b.

(2) Only the Director, the Chief, Office of Information and Legal Affairs, or the Director for Investigations may authorize exemptions to notification of individuals in accordance with § 298a.14.

§ 298a.5 Requirements for identification.

(a) *General.* Only upon proper identification, made in accordance with the provisions of this section, will any individual be granted notification concerning and access to all releasable records pertaining to him which are maintained in a DIS system.

(b) *Identification.* Identification of individuals is required both for accurate record identification and to verify identity in order to avoid disclosing records to unauthorized persons. Individuals who request notification of, access to, or amendment of records pertaining to themselves, must provide their full name (and additional names such as aliases, maiden names, alternate spellings, etc., if a check of these variants is desired), date and place of birth, and social security account number (SSAN).

(1) Where reply by mail is requested, a mailing address is required, and a telephone number is recommended to expedite certain matters. For military requesters residing in the United States, home address or P.O. Box number is preferred in lieu of duty assignment address.

(2) Signatures must be notarized on requests received by mail. Exceptions may be made when the requester is well known to releasing officials. For requests made in person, a photo identification card, such as military ID, driver's licnse or building pass, must be presented.

(3) While it is not required as a condition of receiving notification, in many cases the SSAN may be necessary to obtain an accurate search of DCII (DIS 5–02) records.

(c) A DIS Form 30 (Request for Notification of/Access to Personal Records) will be provided to any individual inquiring about records pertaining to himself whose mailed request was not notarized. This form is also available at the Office of Information and Legal Affairs, Washington, DC for those who make their requests in person

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.6 Access by subject individuals.

(a) *General.* (1) Individuals may request access to records pertaining to themselves in person or by mail in accordance with this section. However, nothing in this section shall allow an individual access to any information compiled or maintained by DIS in reasonable anticipation of a civil or criminal action or proceeding, or otherwise exempted under the provisions of § 298a.14.

(2) A request for a pending personnel security investigation will be held in abeyance until completion of the investigation and the requester will be so notified.

(b) *Manner of access.* (1) Requests by mail or in person for access to DIS records should be made to the Offices specified in the record systems notices published in the **Federal Register** by the Department of Defense or to the Office of Information and Legal Affairs, 1900 Half St. SW, Washington, DC 20324.

(2) Any individual who makes a request for access in person shall:

(i) Provide identification as specified in § 298a.5.

(ii) Complete and sign a request form.

(3) Any individual making a request for access to records by mail shall include a signed and notarized statement to verify his identity, which may be the DIS request form if he has received one.

(4) Any individual requesting access to records in person may be accompanied by an identified person of his own choosing while reviewing the record. If the individual elects to be accompanied, he shall make this known in his written request, and include a statement authorizing disclosure of the record contents to the accompanying person. Without written authorization of the subject individual, records will not be disclosed to third parties accompanying the subject.

(5) Members of DIS field elements may be given access to records maintained by the field elements without referral to the Office of Information or the records system manager at headquarters. An account of such access will be kept for reporting purposes.

(6) In all requests for access, the requester must state whether he or she desires access in person or mailed copies of records. During personal access, where copies are made for retention, a fee for reproduction and postage may be assessed as provided in § 298a.12. Where copies are mailed because personal appearance is impractical, there will be no fee.

(7) All individuals who are not affiliates of DIS will be given access to records in the Office of Information and Legal Affairs, or by means of mailed copies.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.7 Medical records.

(a) *General.* Medical records that are part of DIS records systems will generally be included with those records when access is granted to the subject to which they pertain. However, if it is determined that such access could have an adverse effect upon the individual's physical or mental health, the medical record in question will be released only to a physician named by the requesting individual.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.8 Request for correction or amendment.

(a) *General.* Upon request and proper identification by any individual who has been granted access to DIS records pertaining to himself or herself, that individual may request, either in person or through the mail, that the record be amended. Such a request must be made in writing and addressed to the Office of Information and Legal Affairs, 1900 Half St., SW, Washington, DC 20324.

(b) *Content.* The following information must be included to insure effective action on the request:

(1) *Description of the record.* Requesters should specify the number of pages and documents, the titles of the documents, form numbers if there are any, dates on the documents and names of individuals who signed them. Any reasonable description of the document is acceptable.

(2) *Description of the items to be amended.* The description of the passages, pages or documents to be amended should be as clear and specific as possible.

(i) Page, line and paragraph numbers should be cited where they exist.

(ii) A direct quotation of all or a portion of the passage may be made if it isn't otherwise easily identifiable. If the passage is long, a quotation of its beginning and end will suffice.

(iii) In appropriate cases, a simple substantive request may be appropriate, e.g., "delete all references to my alleged arrest in July 1970."

(iv) If the requester has received a copy of the record, he may submit an annotated copy of documents he wishes amended.

(3) *Type of amendment.* The requester must clearly state the type of amendment he is requesting.

(i) Deletion or expungement, i.e., a complete removal from the record of data, sentences, passages, paragraphs or documents.

(ii) Correction of the information in the record to make it more accurate, e.g., rectify mistaken identities, dates, data pertaining to the individual, etc.

(iii) Additions to make the record more relevant, accurate or timely may be requested.

(iv) Other changes may be requested; they must be specifically and clearly described.

(4) *Reason for amendment.* Requests for amendment must be based on specific reasons, included in writing. Categories of reasons are as follows:

(i) *Accuracy.* Amendment may be requested where matters of fact are believed incorrectly recorded, e.g., dates, names, addresses, identification numbers, or any other information concerning the individual. The request, whenever possible, should contain the accurate information, copies of verifying documents, or indication of how the information can be verified.

(ii) *Relevance.* Amendment may be requested when information in a record is believed not to be relevant or necessary to the purposes of the record system. (See DOD **Federal Register** Descriptions.)

(iii) *Timeliness.* Amendment may be requested when information is thought to be so old as to no longer be pertinent to the stated purposes of the records system. It may also be requested when there is recent information of a pertinent type that is not included in the record.

(iv) *Completeness.* Amendment may be requested where information in a record is incomplete with respect to its purpose. The data thought to have been omitted should be included or identified with the request.

(v) *Fairness.* Amendment may be requested when a record is thought to be unfair concerning the subject, in terms of the stated purposes of the record. In such cases, a source of additional information to increase the fairness of the record should be identified where possible.

(vi) *Other reasons.* Reasons for requesting amendment are not limited to those cited above. The content of the records is authorized in terms of their stated purposes which should be the basis for evaluating them. However, any matter believed appropriate may be submitted as a basis of an amendment request.

(vii) *Court orders and statutes may require amendment of a file.* While they do not require a Privacy Act request for execution, such may be brought to the attention of DIS by these procedures.

(c) [Reserved]

(d) *Assistance.* Individuals seeking to request amendment of records pertaining to themselves that are maintained by DIS will be assisted as necessary by DIS officials. Where a request is incomplete, it will not be denied, but the requester will be contacted for the additional information necessary to his request.

(e) This section does not permit the alteration of evidence presented to courts, boards and other official proceedings.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.9 DIS review of request for amendment.

(a) *General.* Upon receipt from any individual of a request to amend a record pertaining to himself and maintained by the DIS, the Office of Information and Legal Affairs will handle the request as follows:

(1) A written acknowledgment of the receipt of a request for amendment of a record will be provided to the individual within 10 working days, unless final action regarding approval or denial can be accomplished within that time. In that case, the notification of approval or denial will constitute adequate acknowledgment.

(2) Where there is a determination to grant all or a portion of a request to amend a record, the record shall be promptly amended and the requesting individual notified. Individuals, agencies or components shown by accounting records to have received copies of the record, or to whom disclosure has been made, will be notified of the amendment by the responsible official. Where a DOD recipient of an investigative record cannot be located, the notification will be sent to the personnel security element of the parent Component.

(3) Where there is a determination to deny all or a portion of a request to amend a record, the office will promptly:

(i) Advise the requesting individual of the specifics of the refusal and the reasons;

(ii) Inform the individual that he may request a review of the denial(s) from "Director, Defense Investigative Service, 1900 Half Street, SW, Washington, DC 20324." The request should be brief, in writing, and enclose a copy of the denial correspondence.

(b) *DIS Determination to Approve or Deny.* Determination to approve or deny and request to amend a record or portion thereof may necessitate additional investigation or inquiry be made to verify assertions of individuals requesting amendment. Coordination will be made with the Director for Investigations and the Director of the Personnel Investigations Center in such instances.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.10 Appeal of initial amendment decision.

(a) *General.* Upon receipt from any individual of an appeal to review a DIS refusal to amend a record, the Office of Information and Legal Affairs will assure that such appeal is handled in compliance with the Privacy Act of 1974 and DOD Directive 5400.11 and accomplish the following:

(1) Review the record, request for amendment, DIS action on the request and the denial, and direct such additional inquiry or investigation as is deemed necessary to make a fair and equitable determination.

(2) Recommend to the Director whether to approve or deny the appeal.

(3) If the determination is made to amend a record, advise the individual and previous recipients (or an appropriate office) where an accounting of disclosures has been made.

(4) Where the decision has been made to deny the individual's appeal to amend a record, notify the individual:

(i) Of the denial and the reason;

(ii) Of his right to file a concise statement of reasons for disagreeing with the decision not to amend the record;

(iii) That such statement may be sent to the Office of Information and Legal Affairs, DIS (D0030), Washington, DC 20314, and that it will be disclosed to users of the disputed record;

(iv) That prior recipients of the disputed record will be provided a copy of the statement of disagreement, or if they cannot be reached (e.g., through deactivation) the personnel security element of their DOD component;

(v) And, that he may file a suit in a Federal District Court to contest DIS's decision not to amend the disputed record.

(b) *Time limit for review of appeal.* If the review of an appeal of a refusal to amend a record cannot be accomplished within 30 days, the Office of Information and Legal Affairs will notify the individual and advise him of the reasons, and inform him of when he may expect the review to be completed.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.11 Disclosure to other than subject.

(a) *General.* No record contained in a system of records maintained by DIS shall be disclosed by any means to any person or agency outside the Department of Defense, except with the written consent or request of the individual subject of the record, except as provided in this section. Disclosures that may be made without the request or consent of the subject of the record are as follows:

(1) To those officials and employees of the Department of Defense who have a need for the record in the performance of their duties, when the use is compatible with the stated purposes for which the record is maintained.

(2) Required to be disclosed by the Freedom of Information Act.

(3) For a routine use as described in DOD Directive 5400.11 and DOD publication in the **Federal Register**.

(4) To the Census Bureau, National Archives, the U.S. Congress, the Comptroller General or General Accounting Office under the conditions specified in DOD Directive 5400.11.

(5) At the written request of the head of an agency outside DOD for a law enforcement activity as authorized by DOD Directive 5400.11.

(6) For statistical purposes, in response to a court order, or for compelling circumstances affecting the health or safety of an individual as described in DOD Directive 5400.11.

(7) Legal guardians recognized by the Act.

(b) *Accounting of disclosures.* Except for disclosures made to members of the DOD in connection with their routine duties, and disclosures required by the Freedom of Information Act, an accounting will be kept of all disclosures of records maintained in DIS systems listed in § 298a.4b.

(1) Accounting entries will normally be kept on a DIS form, which will be maintained in the record file jacket, or in a document that is part of the record.

(2) Accounting entries will record the date, nature and purpose of each disclosure, and the name and address of the person or agency to whom the disclosure is made.

(3) An accounting of disclosures made to agencies outside the DOD of records in the Defense Central Index of Investigations (DIS 5–02) will be kept as prescribed by the Director of Systems, DIS.

(4) Accounting records will be maintained for at least 5 years after the last disclosure, or for the life of the record, whichever is longer.

(5) Subjects of DIS records will be given access to associated accounting records upon request, except as exempted under § 298a.14.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

§ 298a.12 Fees.

Individuals may request copies for retention of any documents to which they are granted access in DIS records pertaining to them. Requestors will not be charged for the first copy of any records provided; however, duplicate copies will require a charge to cover costs of reproduction. Such charges will be computed in accordance with DoD Directive 5400.11.

[46 FR 35641, July 10,1981]

§ 298a.13 Penalties.

(a) An individual may bring a civil action against the DIS to correct or amend the record, or where there is a refusal to comply with an individual request or failure to maintain any record with accuracy, relevance, timeliness and completeness, so as to guarantee fairness, or failure to comply with any other provision of 5 U.S.C. 552a. The court may order correction or amendment. It may assess against the United States reasonable attorney fees and other costs, or may enjoin the DIS from withholding the records and order the production to the complainant.

(b) Where it is determined that the action was willful or intentional with respect to 5 U.S.C. 552a(g) (1) (C) or (D), the United States shall be liable for the actual damages sustained, but in no case less than the sum of $1,000 and the costs of the action with attorney fees.

(c) Criminal penalties may be imposed against an officer or employee of the DIS who fully discloses material, which he knows is prohibited from disclosure, or who willfully maintains a system of records without the notice requirements; or against any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses. These offenses shall be misdemeanors with a fine not to exceed $5,000.

§ 298a.14 Exemptions.

(a) *General.* The Director of the Defense Investigative Service establishes the following exemptions of records systems (or portions thereof) from the provisions of these rules, and other indicated portions of Pub. L. 93–579, in this section. They may be exercised only by the Director, DIS and the Chief of the Office of Information and Legal Affairs. Exemptions will be exercised only when necessary for a specific, significant and legitimate reason connected with the purpose of a records system, and not simply because they are authorized by statute. Personal records releasable under the provisions of 5 U.S.C. 552 will not be withheld from subject individuals based on these exemptions.

(b) All systems of records maintained by DIS shall be exempt from the requirements of 5 U.S.C. 552a(d) pursuant to 5 U.S.C. 552a(k)(1) to the extent that the system contains any information properly classified under Executive Order 11652 and which is required by the Executive Order to be withheld in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not otherwise specifically designated for exemptions herein may contain items of information that have been properly classified.

(c) [Reserved]

(d) *Investigative files—DIS 5–01.*

(1) *Exemption.* 5 U.S.C. 552a(c)(3); (d); (e)(1) and (4)(G)(H) and (I); (f);

(2) *Authority.* 5 U.S.C. 552a(k)(2);

(3) *Reasons.* This exemption will permit the DIS to conduct certain law enforcement investigations effectively, and without compromise, to relay law enforcement information without compromise, and to protect the identities of sources who would not otherwise provide information. Investigatory material, including certain reciprocal investigations and counterintelligence information, must be exempted until such time action is taken regarding the allegations, but after that time only to the extent that the information would identify a confidential source who furnished information under an express promise that the source's identity would be held in confidence (or prior to the effective date of the Act, under an implied promise).

(e) *Investigative files—DIS 5–01.*

(1) *Exemption.* 5 U.S.C. 552a(c)(3); (d); (e)(1) and (4)(G), (H) and (I); (f);

(2) *Authority.* 5 U.S.C. 552a(k)(3);

(3) *Reasons.* DIS investigatory material exempted under this authority is maintained in connection with assisting the U.S. Secret Service (USSS) to provide protective services to the President of the United States and other individuals pursuant to 18 U.S.C. 3056. This exemption provision will enable the DIS to continue its statutory support of this activity without compromising the contents of Secret Service intelligence files or DIS investigative activities.

(f) *Investigative files—DIS 5–01.*

(1) *Exemption.* 5 U.S.C. 552a(c)(3); (d) and (f);

(2) *Authority.* 5 U.S.C. 552a(k)(5);

(3) *Reasons.* Personnel security investigatory material is exempt to the extent that the disclosure of such material would reveal the identity of a source who furnished information under an express promise that the source's identity would be held in confidence (or prior to the effective date of the Act, under an implied promise). This exemption provision will allow the DIS to collect information necessary for personnel security investigations from certain sources who would otherwise be unwilling to provide it. This exemption will be applied only in those cases where it is clearly necessary to grant confidentiality for the performance of an authorized investigative function.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 881, Jan. 5, 1981, 46 FR 35641, July 10, 1981]

§ 298a.15 DIS implementation policies.

(a) *General.* The implementation of the Privacy Act of 1974 within DIS is as prescribed by DOD Directive 5400.11. This section provides special rules and information that extend or amplify DOD policies with respect to matters of particular concern to the Defense Investigative Service.

(b) *Privacy Act rules application.* Any request which cites neither Act, concerning personal record information in a system or records, by the individual to whom such information pertains, for access, amendment, correction, accounting of disclosures, etc., will be governed by the Privacy Act of 1974, DoD Directive 5400.11 and these rules exclusively. Requests for like information which cite only the Freedom of Information Act will be governed by the Freedom of Information Act DoD Regulation 5400.7R. Any denial or exemption of all or part of a record from notification, access, disclosure, amendment or other provision, will also be processed under these rules, unless court order or other competant authority directs otherwise.

(c) [Reserved]

(d) *First amendment rights.* No DIS official or element may maintain any information pertaining to the exercise by an individual of his rights under the First Amendment without the permission of that individual unless such collection is specifically authorized by statute or necessary to and within the scope of an authorized law enforcement activity.

(e) *Standards of accuracy and validation of records.* (1) All individuals or elements within DIS which create or maintain records pertaining to individuals will insure that they are reasonably accurate, relevant, timely and complete to serve the purpose for which they are maintained and to assure fairness to the individual to whom they pertain. Information that is not pertinent to a stated purpose of a system of records will not be maintained within those records. Officials compiling investigatory records will make every reasonable effort to assure that only reports that are impartial, clear, accurate, complete, fair and relevant with respect to the authorized purpose of such records are included, and that reports not meeting these standards or serving such purposes are not included in such records.

(2) Prior to dissemination to an individual or agency outside DOD of any record about an individual (except for a Freedom of Information Act action or access by a subject individual under these rules) the disclosing DIS official will by review, make a reasonable effort to assure that such record is accurate, complete, timely, fair and relevant to the purpose for which they are maintained.

(f) *The defense central index of investigations (DCII).* It is the policy of DIS, as custodian, that each DOD component or element that has direct access to or contributes records to the DCII (DIS 5–02), is individually responsible for compliance with The Privacy Act of 1974 and DOD Directive 5400.11 with respect to requests for notification, requests for access by subject individuals, granting of such access, request for amendment and corrections by subjects, making amendments or corrections, other disclosures, accounting for disclosures and the exercise of exemptions, insofar as they pertain to any record placed in the DCII by that component or element. Any component or element of the DOD that makes a disclosure of any record whatsoever to an individual or agency outside the DOD, from the DCII, is individually responsible to maintain an accounting of that disclosure as prescribed by The Privacy Act of 1974 and DOD Directive 5400.11 and to notify the element placing the record in the DCII of the disclosure. Use of and compliance with the procedures of the DCII Disclosure Accounting System will meet these requirements. Any component or element of DOD with access to the DCII that, in response to a request concerning an individual, discovers a record pertaining to that individual placed in the DCII by another component or element, may refer the requester to the DOD component that placed the record into the DCII without making an accounting of such referral, although it involves the divulging of the existence of that record. Generally, consultation with, and referral to, the component or element placing a record in the DCII should be effected by any component receiving a request pertaining to that record to insure appropriate exercise of amendment or exemption procedures.

(g) *Investigative operations.* (1) DIS agents must be thoroughly familiar with and understand these rules and the authorities, purposes and routine uses of DIS investigative records, and be prepared to explain them and the effect of refusing information to all sources of investigative information, including subjects, during interview, in response to questions that go beyond the required printed and oral notices. Agents shall be guided by reference (f) § 298a.2, in this respect.

(2) All sources may be advised that the subject of an investigative record may be given access to it, but that the identities of sources may be withheld under certain conditions. Such advisement will be made as prescribed in § 298a.2(f), and the interviewing agent may not urge a source to request a grant of confidentiality. Such pledges of confidence will be given sparingly and then only when required to obtain information relevant and necessary to the stated purpose of the investigative information being collected.

(h) *Non-system information on individuals.* The following information is not considered part of personal records systems reportable under the Privacy Act of 1974 and may be maintained by DIS members for ready identification, contact, and property control purposes only. If at any time the information described in this paragraph is to be used for other than these purposes, that information must become part of a reported, authorized record system. No other information concerning individuals except that described in the records systems notice and this paragraph may be maintained within DIS.

(1) Identification information at doorways, building directories, desks, lockers, nametags, etc.

(2) Identification in telephone directories, locator cards and rosters.

(3) Geographical or agency contact cards.

(4) Property receipts and control logs for building passes, credentials, vehicles, weapons, etc.

(5) Temporary personal working notes kept solely by and at the initiative of individual members of DIS to facilitate their duties.

(i) *Notification of prior recipients.* Whenever a decision is made to amend a record, or a statement contesting a DIS decision not to amend a record is received from the subject individual, prior recipients of the record identified in disclosure accountings will be notified to the extent possible. In some cases, prior recipients cannot be located due to reorganization or deactivations (e.g., U.S. Military Assistance Command, Vietnam). In these cases, the personnel security element of the receiving Defense Component will be sent the notification or statement for appropriate action.

(j) *Ownership of DIS Investigative Records.* Personnel security investigative reports shall not be retained by DoD recipient organizations. Such reports are considered to be the property of the investigating organization and are on loan to the recipient organization for the purpose for which requested. All copies of such reports shall be destroyed within 120 days after the completion of the final personnel security determination and the completion of all personnel action necessary to implement the determination. Reports that are required for longer periods may be retained only with the specific written approval of the investigative organization.

(k) *Consultation and referral.* DIS system of records may contain records originated by other components or agencies which may have claimed exemptions for them under the Privacy Act of 1974. When any action that may be exempted is initiated concerning such a record, consultation with the originating agency or component will be effected. Where appropriate such records will be referred to the originating component or agency for approval or disapproval of the action.

[40 FR 55546, Nov. 28, 1975, as amended at 46 FR 35641, July 10, 1981]

PART 299a—PRIVACY ACT SYSTEMS OF RECORDS—DISCLOSURES AND AMENDMENT PROCEDURES—SPECIFIC EXEMPTIONS, NATIONAL SECURITY AGENCY

Sec.
299a.1 Purpose and scope.
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299a.9 Fees.
299a.10 Specific exemptions.

Authority: 5 U.S.C. 552a, the Privacy Act of 1974; 5 U.S.C. 552, the Freedom of Information Act as amended by Pub. L. 93–502; Pub. L. 86–36, Pub. L. 88–290 and 18 U.S.C. 798.

Source: 40 FR 44294, Sept. 25, 1975, unless otherwise noted.

§ 299a.1 Purpose and scope.

(a) The purpose of this rule is to comply with and implement title 5 U.S.C. 552a, sections (f) and (k), hereinafter identified as the Privacy Act. It establishes the procedures by which an individual may be notified whether a system of records contains information pertaining to the individual; defines times, places and requirements for identification of the individual requesting records, for disclosure of requested records where appropriate; special handling for medical and psychological records; for amendment of records; appeal of denials of requests for amendment; and provides a schedule of fees to be charged for making copies of requested records. In addition, this rule contains the exemptions promulgated by the Director, NSA, pursuant to 5 U.S.C. 552a (k), to exempt Agency systems of records from subsections (c)(3); (d); (e)(1); (e)(4)(G) (H), (I); and (f) of section 552a.

(b) The procedures established and exemptions claimed apply to systems of records for which notice has been published in the **Federal Register** pursuant to the Privacy Act. Requests from individuals for records pertaining to themselves will be processed in accordance with these procedures and consistent with the exemptions claimed. Requests for records which do not specify the statute pursuant to which they are made but which may be reasonably construed to be requests by an individual for records pertaining to that individual will also be processed in accordance with these procedures and consistent with exemptions claimed. To the extent appropriate, these procedures apply to records maintained by this Agency pursuant to system of records notices published by the Civil Service Commission. The primary category of records affected by a Commission notice is that maintained in conjunction with the CSC system identified as "CSC-Retirement Life Insurance and Health Benefits Records System." Authority pursuant to 44 U.S.C. 3101 to maintain each system of records for which notice has been published is implied in each "authority for maintenance of a system" of each systems notice.

§ 299a.2 Definitions.

(a) *Access to the NSA headquarters.* Means current and continuing daily access to those facilities making up the NSA headquarters.

(b) *Individual.* Means a natural person who is a citizen of the United States or an alien lawfully admitted for permanent residence.

(c) *Request.* Means a request in writing for records pertaining to the requester contained in a system of records and made pursuant to the Privacy Act or if no statute is identified considered by the Agency to be made pursuant to that Act.

(d) *System of Records.* Means a grouping of records maintained by the Agency for which notice has been published in the **Federal Register** pursuant to section 552a(e)(4) of title 5 U.S.C.

§ 299a.3 Procedures for requests concerning individual records in a system of records.

(a)(1) *Notification.* Any individual may be notified in response to a request if any system of records contains a record pertaining to the requester by sending a request addressed to: Information Officer, National Security Agency, Fort George G. Meade, Maryland 20755. Such request shall be in writing, shall be identified on the envelope and the request as a "Privacy Act Request," shall designate the system or systems of records using the names of the systems as published in the system notices, shall contain the full name, present address, date of birth, social security number and dates of affiliation or contact with NSA/CSS of the requester and shall be signed in full by the requester.

(2) A request pertaining to records concerning the requester which does not specify the Act pursuant to which the request is made shall be processed as a Privacy Act request. A request which does not designate the system or systems of records to be searched shall be processed by checking the following systems of records: Applicants; Personnel; Health, Medical and Safety.

(b)(1) *Identification.* Any individual currently not authorized access to the National Security Agency headquarters who requests disclosure of records shall provide the following information with the written request for disclosure: Full name, present address, date of birth, social security number, and date of first affiliation or contact with NSA/CSS and date of last affiliation or contact with NSA/CSS.

(2) Any individual currently authorized access to the National Security Agency headquarters shall provide the following information with the request for notification: Full name, present organizational assignment, date of birth, social security number.

(3) Such request shall be treated as a certification of the requester that the requester is the individual named. Individuals should be aware that the Privacy Act provides criminal penalties for any person who knowingly and willfully requests or obtains any records concerning an individual under false pretenses.

§ 299a.4 Times, places and procedures for disclosures.

(a) Individual not currently affiliated with NSA:

(1) *Request procedure.* Any individual currently not authorized access to the National Security Agency headquarters shall make the request for notification in writing and shall include the required identifying data. Upon verification of the existence in systems of records pertaining to the requester, a copy of the records located shall be mailed to the requester subject to appropriate specific exemptions, applicable Public Laws, special procedures pertaining to medical records, including psychological records, and the exclusion for information compiled in reasonable anticipation of a civil action or proceeding. If the request cannot be processed within ten working days from the time of receipt of the request, an acknowledgment of receipt of the request will be sent to the requester.

(2) *Appointment of other individual.* If a requester wishes another individual to obtain the requested records on his behalf, the requester shall provide a written, signed, notarized statement appointing that individual as his representative, certifying that the individual appointed may have access to the records of the requester and that such access shall not constitute an invasion of the privacy of the requester nor a violation of his rights under the Privacy Act of 1974.

(b) *Individual currently affiliated with NSA*—(1) *Request procedure.* Any individual currently authorized access to the National Security Agency headquarters may make the request for notification to the appropriate official delegated responsibility for a system of records pursuant to internal agency regulations pertaining to the Privacy Act of 1974. In the alternative, such individual may direct the request to the NSA Information Officer in writing in the same form and including the data required in § 299a.4(a)(1) above. In the case of any denial of notification by officials delegated responsibility for a system the request shall be referred to the NSA Information Officer for review.

(2) *Appointment of other individual.* If the requester makes a request pursuant to this paragraph and wishes to designate another individual to accompany him, the same procedures as provided in paragraph (a)(2) of this section apply. If the individual appointed is currently authorized access to the National Security Agency headquarters, he may accompany the requester. If the individual appointed is not currently authorized access, a copy of the records located may be mailed to the appointed individual subject to appropriate specific exemptions, applicable Public Laws, special procedures pertaining to medical records including psychological records, and the exclusion for information compiled in reasonable anticipation of a civil action or proceeding.

§ 299a.5 Medical or psychological records.

If the request includes records of a medical or psychological nature, and if an Agency doctor makes the determination that the records requested contain information which would have an adverse effect upon the requester, the requester will be advised to appoint a medical doctor in the appropriate discipline to receive the information. The appointment of the doctor shall be in the same form as that indicated in § 299a.4(a)(2) and shall include a certification that the doctor appointed is authorized to practice the appropriate specialty by virtue of a license to practice same in the state which granted the license.

§ 299a.6 Parents or legal guardians acting on behalf of minor applicants and employees.

Parents or Legal Guardians acting on behalf of minors who request records concerning NSA/CSS applicants or employees who are minors shall be subject to the same requirements contained in § 299a.4(a)(1) Appointment of Other Individuals, including the requirement for written authorization. Requests by parents or legal guardians acting on behalf of minors will be processed in the same manner and in accordance with the procedures established herein for individuals not currently authorized access to the NSA headquarters.

§ 299a.7 Procedures for amendment.

(a) *Request procedure.* Any request for amendment of a record or records contained in a system of records shall be in writing addressed to the Information Officer, National Security Agency, Fort George G. Meade, Md. 20755, Attention: Privacy Act Amendment, and shall contain sufficient details concerning the requested amendment, justification for the amendment, and a copy of the record(s) to be amended or sufficient identifying data concerning the affected record(s) to permit its timely retrieval. Such requests may not be used to accomplish actions for which other procedures have been established such as grievances, performance appraisal protests, etc. In such cases the requester will be advised of the appropriate procedures for such actions.

(b) *Initial determination:* The NSA Information Officer may make an initial determination concerning the requested amendment within ten working days or shall acknowledge receipt of the amendment request within that period if a determination cannot be completed. The determination shall advise the requester of action taken to make the requested amendment or inform the requester of the rejection of the request, the reason(s) for the rejection and the procedures established by the Agency for review of rejected amendment requests.

(c) *Request on appeal:* A requester may appeal the rejection by the NSA Information Officer of a request for amendment to the Executive for Staff Services. Such appeal shall be in writing, addressed to the Executive for Staff Services, National Security Agency, Fort George G. Meade, Md. 20755, Attention: Privacy Act Amendment Appeal.

§ 299a.8 Appeal determination.

The Executive for Staff Services shall acknowledge receipt of the appeal within ten working days. A determination concerning the appeal shall be provided to the requester within 30 working days, unless the Director, National Security Agency, extends the period for good cause. The Executive for Staff Services shall advise the requester of the action taken to make the requested amendment or inform the requester of the rejection of the appeal, the right to submit for incorporation in the file containing the disputed record(s) a concise statement of disagreement, and notify the requester of the right of judicial review of the denial pursuant to subsection (g)(1)(A) of 5 U.S.C. 552a.

§ 299a.9 Fees.

A fee may be charged for the reproduction of copies of any requested records, provided one copy is made available without charge where access is limited to mail service only. Fees shall be charged in accordance with The Uniform Schedule of Fees established by the Department of Defense pursuant to Pub. L. 93–502.

§ 299a.10 Specific exemptions.

(a)(1) The following National Security Agency systems of records, published in the **Federal Register**, are specifically exempted from the provisions of 5 U.S.C. 552a, subsections (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I) and (f) pursuant to subsection (k) of Section 552a to the extent that each system contains individual records or files within the category or categories provided by subsection (k). Notice is hereby given that individual records and files within each NSA system of records may be subject to specific provisions of Pub. L. 86–36, Pub. L. 88–290 and Title 18 U.S.C. 798 and other laws limiting access to certain types of information or application of laws to certain categories of information.

(2) In addition, those records maintained pursuant to notice of systems of records published by the CSC are exempted pursuant to Title 5 U.S.C. 552a(k)(1) to the extent that they contain classified information in order to protect such information from unauthorized disclosure. Such records may also be subject to other specific exemptions pursuant to rules promulgated by the CSC.

(b) Systems of records subject to specific exemptions:

(1) *System name:* NSA/CSS Access, Authority and Release of Information File.

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a (k) (1), (k) (5)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining access to classified information. The exemption does not limit access to that portion of the records in the system which are not exempted, not otherwise protected from unauthorized disclosure, and which would not undermine the integrity of the controlled access system.

(2) *System name:* NSA/CSS Applicants

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k) (1), (k) (5)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purposes of determining suitability; eligibility; qualifications for Federal civilian employment; Federal contracts; or access to classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not subject to this exemption, nor otherwise protected from unauthorized disclosure.

(3) *System name:* NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k) (1), (k) (2), (k) (4), (k) (5)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(2) to protect from unauthorized disclosure individual records and files which constitute investigatory material compiled for law enforcement purposes pursuant to a lawful national security intelligence investigation and maintain the integrity of the personnel security system required by Pub. L. 88–290. The exemption does not limit access to that portion of the records in the system which are not investigatory material which are not exempted or otherwise protected from unauthorized disclosure.

This system is exempted from all subsections cited pursuant to exemption (k)(4) where individual records and files are maintained and used solely for statistical records in accordance with statutory requirements to insure compliance with those requirements with a minimum of administrative burden and expense.

This system is exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining suitability; eligibility; qualifications for Federal civilian employment, Federal contracts; or access to classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not subject to this exemption or otherwise protected from unauthorized disclosure.

(4) *System name:* NSA/CSS Cryptologic Reserve Mobilization Designee List

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a (k) (1), (k) (5)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to prevent the unauthorized disclosure of classified information concerning anticipated personnel assignments to sensitive cryptologic positions during periods of national emergency or war requiring reserve mobilization.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for designation for mobilization to fill a sensitive cryptologic position or access to classified material as a result of designation for mobilization.

(5) *System name:* NSA/CSS Equal Employment Opportunity Data

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k) (1), (k) (2), (4)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(4) to protect the integrity of those statistical records compiled for Equal Employment Opportunity purposes.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(2) to the extent that individual records and files are related to investigations to enforce the provisions of Pub. L. 92–261 and consistent with the provisions of that statute with respect to individual access to such records. The purpose of the exemption is to protect the integrity of investigations conducted pursuant to Pub. L. 92–261.

(6) *System name:* NSA/CSS Health, Medical and Safety Files

Exemption: This system of records is exempted from sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the statutory limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k) (1), (k) (5), (k) (6).

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts or access to classified information. The exemption does not limit access to that portion of the records in the system which are not exempted or otherwise protected from unauthorized disclosure.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(6) to protect those testing or examination materials used solely to determine individual qualifications for employment in the Federal service the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(7) *System name:* NSA/CSS Motor Vehicles and Carpools

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the statutory limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k)(1)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure any and all classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

(8) *System name:* NSA/CSS Payroll and Claims

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the statutory limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k) (1), (k) (2)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up this system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(2) to protect investigatory materials related to the enforcement of laws with respect to claims against the Government. The exemption does not limit access to that portion of the records in the system not related to investigations of claims or otherwise protected from unauthorized disclosure.

(9) *System name:* NSA/CSS Personnel File

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the statutory limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k) (1), (k) (5), (k) (6)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts or access to classified information. The exemption does not limit access to that portion of the records in the system which are not exempted or otherwise protected from unauthorized disclosure.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(6) to protect those testing or examination materials used solely to determine individual qualifications for employment in the Federal service. The disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(10) *System name:* NSA/CSS Personnel Security File

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k)(1), (k)(2), (k) (5).

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(2) to protect investigatory materials compiled for purposes of enforcement of Pub. L. 86–290 and title 18 U.S.C. 798 as well as other appropriate criminal and civil laws related to the protection of sensitive cryptologic information. Both statutes cited require the Director, NSA, to observe special procedures and standards in permitting access to sensitive cryptologic information and provide statutory authority to act when those standards are breached. The materials contained in this system are of an investigatory nature, are maintained on a continuing basis and are used to insure compliance with and enforcement of the cited statutes.

This system of records is exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts or access to classified information. The exemption does not limit access to that portion of the records in the system which are not exempted or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(6) to protect testing or examination materials and procedures, the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(11) *System name:* NSA/CSS Time, Attendance, and Absence

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k)(1)

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the rec- ords in the system which are not classified or otherwise protected from unauthorized disclosure.

(12) *System name:* NSA/CSS Training

Exemption: This system of records is exempted from the sections of title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the limitations noted in that paragraph.

Authority: 5 U.S.C. 552a (k)(1), (k)(5), (k)(6).

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the records in the system which are not classified or otherwise protected from unauthorized disclosure.

This system of records is exempted from all subsections cited pursuant to exemption (k)(5) to protect the identity of confidential sources of information constituting investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Federal contracts or access to classified information. The exemption does not limit access to that portion of the records in the system which are not exempted or otherwise protected from unauthorized disclosure.

This system of records is also exempted from all subsections cited pursuant to exemption (k)(6) to protect those testing or examination materials used solely to determine individual qualifications for employment in the Federal service the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(13) *System name:* NSA/CSS Archival Records.

Exemption: This system is exempted from the sections of Title 5 U.S.C. 552a cited in § 299a.10(a) and is subject to the statutory limitations noted in that paragraph.

Authority: 5 U.S.C. 552a(k)(1) and (k)(4).

Reasons: This system of records is exempted from all subsections cited pursuant to exemption (k)(1) to protect from unauthorized disclosure classified information which may be contained in records and files making up the system. The exemption does not limit access to that portion of the rec- ords in the system which are not classified or otherwise protected from unauthorized disclosure.

This system is exempted from all subsections cited pursuant to exemption (k)(4) where individual records and files are maintained and used solely for statistical compliance with those requirements with a minimum of administrative burden and expense.

[40 FR 44294, Sept. 25, 1975, as amended at 45 FR 80106, Dec. 3, 1980; 52 FR 41711, Oct. 30, 1987]

PART 505—THE ARMY PRIVACY PROGRAM

Sec.

505.1 General information.
505.2 Individual rights of access and amendment.
505.3 Disclosure of personal information to other agencies and third parties.
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Appendix B—Example of Report for New System of Records
Appendix C—Provisions of the Privacy Act from which a General or Specific Exemption may be Claimed
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Authority: 5 U.S.C. 552a (Pub. L. 93–579); DoD Directive 5400.11, June 9, 1982; and DoD Regulation 5400.11–R, August 31, 1983.

Source: 50 FR 42165, Oct. 18, 1985

§ 505.1 General information.

(a) *Purpose.* This regulation sets forth policies and procedures that govern personal information kept by the Department of the Army in systems of records.

(b) *References*—(1) *Required publications.* (i) AR 195–2, Criminal Investigation Activities. (Cited in § 505.2(j))

(ii) AR 340–17, Release of Information and Records from Army Files. (Cited in §§ 505.2(h) and 505.4(d))

(iii) AR 430–21–8, The Army Privacy Program; System Notices and Exemption Rules for Civilian Personnel Functions. (Cited in § 505.2(i))

(iv) AR 380–380, Automated System Security. (Cited in § 505.4(d) and (f))

(2) *Related publications.* (A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.)

(i) DOD Directive 5400.11, DOD Privacy Program.

(ii) DOD Regulation 5400.11–R, DOD Privacy Program.

(iii) Treasury Fiscal Requirements Manual. This publication can be obtained from The Treasury Department, 15th and Pennsylvania Ave., NW, Washington, DC 20220

(c) *Explanation of abbreviations and terms.* Abbreviations and special terms used in this regulation are explained in the glossary.

(d) *Responsibilities.* (1) The Assistant Chief of Staff for Information Management (ACISM) is responsible for issuing policy and guidance for the Army Privacy Program in consultation with the Army General Counsel.

(2) Heads of Army Staff agencies, field operating agencies, major Army commands (MACOMS), and subordinate commands are responsible for supervision and execution of the privacy program in functional areas and activities under their command.

(3) Heads of Joint Service agencies or commands for which the Army is the Executive Agent, or otherwise has responsibility for providing fiscal, logistical, or administrative support, will adhere to the policies and procedures in this regulation.

(4) Commander, Army and Air Force Exchange Service (AAFES), is responsible for the supervision and execution of the privacy program within that command pursuant to this regulation.

(e) *Policy.* Army Policy concerning the privacy rights of individuals and the Army's responsibilities for compliance with operational requirements established by the Privacy Act are as follows:

(1) Protect, as required by the Privacy Act of 1974 (5 U.S.C. 552a), as amended, the privacy of individuals from unwarranted intrusion. Individuals covered by this protection are living citizens of the United States and aliens lawfully admitted for permanent residence.

(2) Collect only the personal information about an individual that is legally authorized and necessary to support Army operations. Disclose this information only as authorized by the Privacy Act and this regulation.

(3) Keep only personal information that is timely, accurate, complete, and relevant to the purpose for which it was collected.

(4) Safeguard personal information to prevent unauthorized use, access, disclosure, alteration, or destruction.

(5) Let individuals know what records the Army keeps on them and let them review or get copies of these records, subject to exemptions authorized by law and approved by the Secretary of the Army. (See § 505.5.)

(6) Permit individuals to amend records about themselves contained in Army systems of records, which they can prove are factually in error, not up-to-date, not complete, or not relevant.

(7) Allow individuals to ask for an administrative review or decisions that deny them access to or the right to amend their records.

(8) Maintain only information about an individual that is relevant and necessary for Army purposes required to be accomplished by statute or Executive Order.

(9) Act on all requests promptly, accurately, and fairly.

(f) *Authority.* The Privacy Act of 1974 (5 U.S.C. 552a), as amended, is the statutory basis for the Army Privacy Program. With in the Department of Defense, the Act is implemented by DOD Directive 5400.11 and DOD 5400.11-R. The Act Assigns—

(1) Overall Government-wide responsibilities for implementation to the Office of Management and Budget.

(2) Specific responsibilities to the Office of Personnel Management and the General Services Administration.

(g) *Access and Amendment Refusal Authority (AARA).* Each Access and Amendment Refusal Authority is responsible for action on requests for access to or amendment of, records referred to them under this regulation. The officials listed below are the only Access and Amendment Refusal Authorities for records in their functional areas:

(1) The Administrative Assistant to the Secretary of the Army is authorized to act for the Secretary of the Army (SA) on requests for all records maintained by the Office of the Secretary of the Army and its serviced activities, as well as those requests requiring the personal attention of the SA.

(2) The Inspector General for IG investigative records.

(3) The President or Executive Secretary of Boards, councils, and similar bodies established by the Department of the Army to consider personnel matters, excluding the Army Board of Correction of Military Records.

(4) The Deputy Chief of Staff for Personnel: For records of active and former non-appropriated fund employees (except those in the Army and Air Force Exchange Service); alcohol and drug abuse treatment records; and behavioral science records.

(5) The Deputy Chief of Staff for Operations and Plans: For military police records and reports and prisoner confinement and correctional records.

(6) Chief of Engineers: For records pertaining to civil works, including litigation; military construction; engineer procurement; other engineering matters not under the purview of another AARA; ecology; and contractor qualifications.

(7) The Surgeon General: For medical records, except those property part of the Official Personnel Folder (OMP/GOVT-1 system of records).

(8) Chief of Chaplains: For ecclesiastical records.

(9) The Judge Advocate General: For legal records for which responsible.

(10) Chief, National Guard Bureau: For personnel records of the Army National Guard.

(11) Chief of Army Reserve: For personnel records of army retired, separated and reserve military personnel members.

(12) Commander, US Army Material Command (AMC): For records of Army contractor personnel of AMC.

(13) Commander, US Army Criminal Investigation Command (USACIDC): For criminal investigation reports and military police reports included therein.

(14) Commander, United States Total Army Personnel Agency: For personnel and personnel related records of Army members on active duty and current Federal appropriated fund civilian employees. (Requests from former civilian employees to amend a record in an OPM system of records such as the Official Personnel Management, Assistant Director for Workforce Information, Compliance and Investigations Group, 1900 E Street, NW, Washington, DC 20415-0001.)

(15) Commander, U.S. Army Community and Family Support Center: For records relating to morale, welfare and recreation activities; community life programs; family action programs; retired activities, club management, Army emergency relief, consumer protection, retiree survival benefits, and records dealing with DA relationships and social security, veterans' affairs, United Service Organizations, U.S. Soldiers'and Airmen's Home and American Red Cross.

(16) Commander, US Army Intelligence and Security Command: For Army intelligence, security investigative and related records.

(17) Commander, Army and Air Force Exchange Service: For records pertaining to employees, patrons, and other matters which are the responsibility of the Exchange Service.

(18) Commander, Military Traffic Management Command: For transportation records.

(19) Director of Army Safety: For safety records.

(2) Commander, U. S. Army Information Systems Command: For records which do not fall within the functional area of another AARA.

(h) *DA Privacy Review Board.* The DA Privacy Review Board acts on behalf of the Secretary of the Army in deciding appeals from refusal of the appropriate Access and Amendment Refusal Authority to amend records. Board membership is comprised of the Administrative Assistant to the Secretary of the Army, The Assistant Chief of Staff for Information Management, and The Judge Advocate General or their representatives. The AARA may serve as a non-voting member when the Board considers matters in the AARA's area of functional specialization. The Assistant Chief of Staff for Information Management chairs the Board and provides the Recording Secretary.

(i) *Privacy Official.* (1) Heads of Army Staff agencies and commanders of major Army commands and subordinate commands and activities will designate a privacy official who will serve as a staff adviser on privacy matters. This function will not be assigned below battalion level.

(2) The privacy official will ensure that (i) requests are processed promptly and responsively, (ii) records subject to the Privacy Act in his/her command/agency are described properly by a published system notice, (iii) privacy statements are included on forms and questionnaires that seek personnel information from an individual, and (iv) procedures are in place to meet reporting requirements.

[50 FR 42165, Oct. 18, 1985, as amended at 53 FR 43690, Oct. 28, 1988]

§ 505.2 Individual rights of access and amendment.

(a) *Access under the Privacy Act.* Upon a written or oral request, an individual or his/her designated agent or legal guardian will be granted access to a record pertaining to that individual, maintained in a system of records, unless the record is subject to an exemption and the system manager has invoked the exemption (see § 505.5), or the record is information compiled in reasonable anticipation of a civil action or proceeding. The requester does not have to state a reason or otherwise justify the need to gain access. Nor can an individual be denied access solely because he/she refused to provide his/her Social Security Number unless the Social Security Number was required for access by statute or regulation adopted prior to January 1, 1975. The request should be submitted to the custodian of the record.

(b) *Notifying the individual.* The custodian of the record will acknowledge requests for access within 10 work days of receipt. Records will be provided within 30 days, excluding Saturdays, Sundays, and legal public holidays.

(c) *Relationship between the Privacy Act and the Freedom of Information Act.* A Privacy Act request for access to records should be processed also as a Freedom of Information Act request. If all or any portion of the requested material is to be denied, it must be considered under the substantive provisions of both the Privacy Act and the Freedom of Information Act. Any withholding of information must be justified by asserting a legally applicable exemption in each Act.

(d) *Functional requests.* If an individual asks for his/her record and does not cite, or reasonably imply, either the Privacy Act or the Freedom of Information Act, and another prescribing directive authorizes release, the records should be released under that directive. Examples of functional requests are military members asking to see their Military Personnel Records Jacket, or civilian employees asking to see their Official Personnel Folder.

(e) *Medical records.* If it is determined that releasing medical information to the data subject could have an adverse affect on the mental or physical health of that individual, the requester should be asked to name a physician to receive the record. The data subject's failure to designate a physician is not a denial under the Privacy Act and cannot be appealed.

(f) *Third party information.* Third party information pertaining to the data subject may not be deleted from a record when the data subject requests access to the record unless there is an established exemption (see § 505.5(d)). However, personal data such as SSN and home address of third parties in the data subject's record normally do not pertain to the data subject and therefore may be withheld. Information about the relationship between the data subject and the third party would normally be disclosed as pertaining to the data subject.

(g) *Referral of records.* Requests for access to Army systems of records containing records that originated with other DOD Components or Federal agencies which claimed exemptions for them will be coordinated with or referred to the originator for release determination. The requester will be notified of the referral.

(h) *Fees.* Requesters will be charged only for the reproduction of requested documents. Normally, there will be no charge for the first copy of a record provided to the individual whose record it is. Thereafter, fees will be computed as set forth in AR 340–17.

(i) *Denial of access.* (1) The only officials authorized to deny a request from a data subject for records in a system of records pertaining to that individual are the appropriate Access and Amendment Refusal Authorities (see § 505.1(f)), or the Secretary of the Army, acting through the General Counsel. Denial is appropriate only if the record:

(i) Was compiled in reasonable anticipation of a civil action or proceeding, or

(ii) Is properly exempted by the Secretary of the Army from the disclosure provisions of the Privacy Act (see § 505.5), there is a legitimate governmental purpose for invoking the exemption, and it is not required to be disclosed under the Freedom of Information Act.

(2) Requests for records recommended to be denied will be forwarded to the appropriate AARA within 5 work days of receipt, together with the request, disputed records, and justification for withholding. The requester will be notified of the referral.

(3) Within the 30 work day period (see § 505.2(b)), the AARA will give the following information to the requester in writing if the decision is to deny the request for access:

(i) Official's name, position title, and business address;

(ii) Date of the denial;

(iii) Reasons for the denial, including citation of appropriate section(s) of the Privacy Act and this regulation;

(iv) The opportunity for further review of the denial by the General Counsel, Office, Secretary of the Army, The Pentagon, Washington, DC 20310, through the AARA within 60 calendar days. (For denials made by the Army when the record is maintained in one of OPM's government-wide systems of records, notices for which are described at Appendix B, AR 340–21–8, an individual's request for further review must be addressed to the Assistant Director for Agency Compliance and Evaluation, Office of Personnel Management, 1900 E Street NW., Washington, DC 20415–0001.)

(j) *Amendment of records.* (1) Individuals may request the amendment of their records, in writing, when such records are believed to be inaccurate as a matter of fact rather than judgment, irrelevant, untimely, or incomplete.

(2) The amendment procedures are not intended to permit challenge to a record that records an event that actually occurred nor are they designed to permit collateral attack upon that which has been the subject of a judicial or quasi-judicial action. Consideration of request for an amendment would be appropriate if it can be shown that circumstances leading up to the event that is recorded on the document were challenged through administrative procedures and found to be inaccurately described, that the document is not identical to the individual's copy, or that the document was not constructed in accordance with the applicable recordkeeping requirements prescribed. For example, the amendment provisions do not allow an individual to challenge the merits of an adverse action. However, if the form that documents the adverse action contains an error on the fact of the record (e.g., the individual's name is misspelled, an improper date of birth or SSN was recorded), the amendment procedures may be used to request correction of the record.

(3) US Army Criminal Investigations Command reports of investigation (records in system notices AO501.08e Informant Register, AO508.11b Criminal Information Reports and Cross Index Card Files, and AO508.25a Index to Criminal Investigative Case Files) have been exempted from the amendment provisions of the Privacy Act. Requests to amend these reports will be considered under AR 195–2 by the Commander, US Army Criminal Investigations Command, action by the Commander, US Army Criminal Investigation Commander will constitute final action on behalf of the Secretary of the Army under that regulation.

(4) Records accessioned into the National Archives are exempted from the Privacy Act provision allowing individuals to request amendment of records. Most provisions of the Privacy Act apply only to those systems of records which are under the legal control of the originating agency; e.g., an agency's current operating files or records stored at a Federal records center.

(k) *Procedures.* (1) Requests to amend a record should be addressed to the custodian or system manager of that record. The request must reasonably describe the record to be amended and the changes sought (i.e., deletion, addition, amendment). The burden of proof rests with the requester; therefore, the alteration of evidence presented to courts, boards, and other official proceedings is not permitted. (An individual acting for the requester must supply a written consent signed by the requester.)

(2) The custodian or system manager will acknowledge the request within 10 work days and make final response within 30 work days.

(3) The record for which amendment is sought must be reviewed by the proper system manager or custodian for accuracy, relevance, timeliness, and completeness so as to assure fairness to the individual in any determination made about that individual on the basis of that record.

(4) If the amendment is proper, the custodian or system manager will physically amend the record by adding or deleting information, or destroying the record or a portion of it, and notify the requester of such action.

(5) If the amendment is not justified, the request and all relevant documents, including the reasons for not amending, will be forwarded to the appropriate AARA within 5 work days and the requester so notified.

(6) The AARA, on the basis of the evidence, either will amend the record and notify the requester and the custodian of that decision, or will deny the request and inform the requester:

(i) Of reasons for not amending; and

(ii) Of his/her right to seek further review by the DA Privacy Review Board (through the AARA).

(7) On receipt of an appeal from a denial to amend, the AARA will append any additional records or background information that substantiates the refusal or renders the case complete and, within 5 work days of receipt, forward the appeal to the DA Privacy Review Board.

(8) The DA Privacy Review Board, on behalf of the Secretary of the Army, will complete action on a request for further review within 30 work days of its receipt by the AARA. The General Counsel may authorize an additional 30 days when unusual circumstances and good cause so warrant. The Board may seek additional information, including the appellant's official file, if deemed relevant and necessary to deciding the appeal.

(i) If the Board determines that amendment is justified, it will amend the record and notify the requester, the AARA, the custodian of the record, and any prior recipients of the record.

(ii) If the Board denies the request, it will obtain the General Counsel's concurrence. Response to the appellant will include reasons for denial and the appellant's right to file a statement of disagreement with the Board's action and to seek judicial review of the Army's refusal to amend.

(9) Statements of disagreement will be an integral part of the record to which it pertains so the fact that the record is disputed is apparent to anyone who may have access to, use of, or need to disclose from it. The disclosing authority may include a brief summary of the Board's reasons for not amending the disputed record. The summary will be limited to the reasons stated to the individual by the Board.

(l) *Privacy case files.* Whenever an individual submits a Privacy Act request, a case file will be established; see system notice AO240.01DAAG. In no instance will the individual's request and Army actions thereon be included in the individual's personnel file. The case file will comprise the request for access/amendment, grants, refusals, coordination action, and related papers. This file will not be used to make any determinations about the individuals.

§ 505.3 Disclosure of personal information to other agencies and third parties.

(a) *Disclosure without consent.* The Army is prohibited from disclosing a record from a system of records without obtaining the prior written consent of the data subject, except when disclosure is:

(1) To those officers and employees of the Department of Defense who have a need for the record in the performance of their duties;

(2) Required under the Freedom of Information Act (see § 505.3(c) for information normally releasable);

(3) Permitted by a routine use that has been published in the **Federal Register**;

(4) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to Title 13 of the United States Code;

(5) To a recipient who has provided the Army with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(6) To the National Archives of the United States as a record that has sufficient historical or other value to warrant its continued preservation by the U.S. Government, or for determination of such value by the Administrator of the General Services Administration (GSA), or designee. (Records sent to Federal Records Centers for storage remain under Army control; these transfers are not disclosures and do not therefore need an accounting.)

(7) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the Army element which maintains the record. The request must specify the particular portion desired and the law enforcement activity for which the record is sought;

(8) To a person pursuant to a showing of compelling circumstances affecting the health and safety of an individual. Upon such disclosure, notification will be transmitted to the last known address of such individual;

(9) To either House of Congress, or to a committee or subcommittee to the extent that the subject matter falls within the jurisdiction of the committee or subcommittee;

(10) To the Comptroller General, or any authorized representative in the course of the performance of the duties of the General Accounting Office;

(11) Pursuant to the order signed by a judge of a court of competent jurisidiction. (Reasonable efforts must be made to notify the individual if the legal process is a matter of public record); or

(12) To a consumer reporting agency in accordance with section 3(d) of the Federal Claims Collection Act of 1966 (originally codified at 31 U.S.C. 952(d); recodified at 31 U.S.C. 3711(f), the name, address, SSN, other information identifying the individual; amount, status, and history of the claim, and the agency or program under which the case arose may be disclosed in this instance.

(b) *Blanket routine use disclosures.* In addition to the routine uses in each system notice, the following blanket routine uses apply to all records from systems of records maintained by the Army except those which state othewise.

(1) *Law enforcement.* Relevant records maintained to carry out Army functions may be referred to Federal, State, local, or foreign law enforcement agencies if the record indicates a violation or potential violation of law. The agency to which the records are referred must be the appropriate agency charged with the responsibility of investigating or prosecuting the violation or charges, with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

(2) *Disclosure when requesting information.* A record may be disclosed to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, to obtain information relevant to an Army decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

(3) *Disclosure of requested information.* If the information is relevant and necessary to the requesting agency's decision, a record may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to

the requesting agency's decision on the matter.

(4) *Congressional inquiries.* Disclosure from a system of records maintained by the Army may be made to a Congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

(5) *Private relief legislation.* Relevant information in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget (OMB) review of private relief legislation as set forth in OMB Circular A–19 at any stage of the legislative coordination and clearance process.

(6) *Disclosures required by international agreements.* A record may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities. These disclosures are in compliance with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel.

(7) *Disclosure to State and local taxing authorities.* Any information normally contained in Internal Revenue Service Form W–2 which is maintained in a record from a system of records of the Army may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements under 5 U.S.C., sections 5516, 5517, and 5520 only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use complies with Treasury Fiscal Requirements Manual, Sec. 5060.

(8) *Disclosures to the Office of Personnel Management.* A record may be disclosed to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

(9) *Disclosure to National Archives and Records Administration.* A record may be disclosed to the National Archives and Records Administration in records management inspections conducted under authority of Title 44 U.S.C., sections 2904 and 2906.

(10) *Disclosure to the Department of Justice for Litigation.* A record may be disclosed as a routine use to any component of the Department of Justice, when

(i) The agency, or any component thereof; or

(ii) Any employee of the agency in his or her official capacity; or

(iii) Any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee: or

(iv) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected.

(11) *Disclosure for Agency use in Litigation.* A record may be disclosed in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when

(i) The agency, or any component thereof; or

(ii) Any employee of the agency in his or her official capacity; or

(iii) Any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or

(iv) The United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation, provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected."

(c) *Disclosure to third parties.* Personal information which may be disclosed under the Freedom of Information Act:

(1) On military personnel: Name, rank, date of rank, gross salary, present and past duty assignments, future assignments that are officially established, office or duty telephone number, source of commission, promotion sequence number, awards and decorations, military and civilian educational level, duty status at any given time.

(2) On civilian employees: Name, present and past position titles, grades, salaries, duty stations that include office or duty telephone numbers. However, disclosure of this information will not be made where the information requested is a list of present or past position titles, grades, salaries, and/or duty stations and, as such, is:

(i) Selected to constitute a clearly unwarranted invasion of personal privacy. For example, the nature of the request calls for a response that would reveal more about the employee than the five enumerated items:

(ii) Would be protected from mandatory disclosure under an exemption of the Freedom of Information Act.

(iii) In addition to the information in § 505.3(c)(2) above, the following information may be made available to a prospective employer of a current or former Army employee: Tenure of employment, civil service status, length of service in the Army and the Government and, date and reason for separation shown on the Notification of Personnel Action, SF 50.

(d) *Accounting of disclosure.* (1) An accounting of disclosure is required whenever a record from an Army system of records is disclosed to someone other than the data subject, except when that record:

(i) Is disclosed to officials within the Department of Defense who have a need for it in the performance of official business;

(ii) Is required to be disclosed under the Freedom of Information Act.

(2) Since the characteristics of records maintained within the Army vary widely, no uniform method for keeping the disclosure of accounting is prescribed. For most paper records, the accounting may be affixed to the record being disclosed. It must be a written record and consist of:

(i) Description of the record disclosed:

(ii) Name, position title, and address of the person to whom disclosure was made:

(iii) Date, method, and purpose of the disclosure; and

(iv) Name and position title of the person making the disclosure.

(3) Purpose of the accounting of disclosure is to enable an individual:

(i) To ascertain those persons/agencies that have received information about the individual, and

(iii) To provide a basis for informing recipients of subsequent amendments or statements of dispute concerning the record.

(4) When an individual requests such an accounting, the system manager or designee shall respond within 10 work days and inform the individual of the items in § 505.3(d)(2) above.

(5) The only basis for not furnishing the data subject an accounting of

disclosures are if disclosure was made for law enforcement purposes under 5 U.S.C. 552a(b)(7), or the disclosure was from a system of records for which an exemption from 5 U.S.C. 552a(c)(3) has been claimed (see Appendix C to this part).

§ 505.4 Recordkeeping requirements under the Privacy Act.

(a) *Systems of records.* (1) Notices of all Army systems of records are required by the Act to be published in the **Federal Register**. An example is at Appendix A to this part. When new systems are established, or major changes occur in existing systems, which meet the criteria of OMB Guidelines summarized at § 505.4(f)(2), advance notice is required to be furnished OMB and the Congress before the system or proposed changes become operational.

(2) Uncirculated personal notes, papers and records which are retained at the author's discretion and over which the Army exercises no control or dominion are not considered Army records within the meaning of the Privacy Act. Individuals who maintain such notes must restrict their use of memory aids. Disclosure from personal notes, either intentional or through carelessness, remove the information from the category of memory aids and the notes then become subject to the provisions of the Act.

(3) Only personal information as is relevant and necessary to accomplish a purpose or mission of the Army, required by Federal statue or Executive Order of the President, will be maintained in Army systems of records. Statutory authority, or regulatory authority to establish and maintain a system of records does not convey unlimited authority to collect and maintain all information which may be useful or convenient. The authority is limited to relevant and necessary information.

(4) Except for statistical records, most records could be used to determine an individual's rights, benefits, or privileges. To ensure accuracy, personal information to be included in a system of records will be collected directly from the individual if possible. Collection of information from third parties should be limited to verifying information for security or employment suitability or obtaining performance data or opinion-type evaluations.

(b) *Privacy Act Statement.* Whenever personal information is requested from an individual that will become part of system of records retreived by reference to the individual's names or other personal identifier, the individual will be furnished a Privacy Act Statement. This is to ensure that individuals know why the information is collected so they can make an informed decision on whether or not to furnish it. As a minimum, the Privacy Act Statement will include the following information in language that is explicit and easily understood and not so lengthy as to deter an individual from reading it:

(1) Cite the specific statute or Executive Order, including a brief title or subject, that authorizes the Army to collect the personal information requested. Inform the individual whether or not a response is mandatory or voluntary, and any possible consequences of failing to respond.

(2) Cite the principal purpose(s) for which the information will be used; and

(3) Cite the probable routine uses for which the information may be used.

This may be a summary of information published in the applicable system notice. The above information normally should be printed on the form used to record the information. In certain instances, it may be printed in a public notice in a conspicuous location such as check-cashing facilities; however, if the individual requests a copy of its contents, it must be provided.

(c) *Social Security Number (SSN).* Executive Order 9397 authorizes the Department of the Army to use the SSN as a system of identifying Army members and employees. Once a military member or civilian employee of the Department of the Army has disclosed his/her SSN for purposes of establishing personnel, financial, or medical records upon entry into Army service or employment, the SSN becomes his/her identification number. No other use of this number is authorized. Therefore, whether the SSN alone is requested from the individual, or the SSN together with other personal information, the Privacy Act Statement must make clear that disclosure of the number is voluntary. If the individual refuses to disclose his/her SSN, the Army activity must be prepared to identify the individual by alternate means.

(d) *Safeguarding personal information.* (1) The Privacy Act requires establishment of appropriate administrative, technical, and physical safeguards to ensure the security and confidentialty of records and to protect against any threats or hazards to the subjects security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness.

(2) At each location, and for each system of records, an official will be designated to safeguard the information in that system. Consideration must be given to sensitivity of the data, need for accuracy and reliability in operations, general security of the area, cost of safeguards, etc. See AR 380–380.

(3) Ordinarily, personal information must be afforded at least the protection required for information designated "For Official Use Only" (see Chapter IV, AR 340–17). Privacy Act data will be afforded reasonable safeguards to prevent inadvertent or unauthorized disclosure of record content during processing, storage, transmission, and disposal.

(4) No comparisons of Army records systems with systems of other Federal or commerical agencies (known as "matching" or "computer matching" programs) will be accomplished without prior approval of the Assistant Chief of Staff for Information Managment (DAIM–RMS–S), Alex, VA 22331–0301.

(e) *First Amendment rights.* No record describing how an individual exercises rights guaranteed by the First Amendment will be kept unless expressly authorized by Federal statue, by the individual about whom the record pertains, or unless pertinent to and within the scope of an authorized law enforcement activity. Exercise of these rights includes, but is not limited to, religious and political beliefs, freedom of speech and the press, and the right of assembly and to petition.

(f) *System notice.* (1) The Army publishes in the **Federal Register** a notice describing each system of records for which it is responsible. A notice contains:

(i) Name and location(s) of the records;

(ii) Categories of individuals on whom records are maintained;

(iii) Categories of records in the sytem;

(iv) Authority (statutory or Executive Order) authorizing the system;

(v) Purpose(s) of the system;

(vi) Routine uses of the records, including the categories of users and the purposes of such uses;

(vii) Policies and practices for storing, retrieving, accessing, retaining, and disposing of the records;

(viii) Position title and business address of the responsible official;

(ix) Procedures an individual must follow to learn if a system of records contains a record about the individual;

(x) Procedures an individual must follow to gain access to a record about that individual in a system of records, to contest contents, and to appeal initial determinations;

(xi) Categories of sources of records in the system;

(xii) Exemptions from the Privacy Act claimed for the system. (See example notice at Appendix A to this part.)

(2) New, or altered, systems which meet the requirements below, require a report to the Congress and the Office of Management and Budget. A new system is one for which no system notice is published in the **Federal Register**. An altered system is one that:

(i) Increases or changes the number or types of individuals on whom records are kept so that it significantly alters the character and purpose of the system of records.

(ii) Expands the types of categories of information maintained.

(iii) Alters the manner in which records are organized, indexed, or retrieved so as to change the nature or scope of those records.

(iv) Alters the purposes for which the information is used, or adds a routine use that is not compatible with the purpose for which the system is maintained.

(v) Changes the equipment configuration on which the system is operated so as to create potential for either greater or easier access.

(3) Report of a new or altered system must be sent to HQDA (DAIM-RMS-S) at least 120 days before the system or changes become operational, and include a narrative statement and supporting documentation.

(i) The narrative statement must contain the following items:

(A) System identification and name:

(B) Responsible official;

(C) Purpose(s) of the system, or nature of changes proposed (if an altered system);

(D) Authority for the system;

(E) Number (or estimate) of individuals on whom records will be kept;

(F) Information of First Amendment activities;

(G) Measure to assure information accuracy;

(H) Other measures to assure system security; (Automated systems require risk assessment under AR 380–380.)

(I) Relations to State/local government activities. (See example at Appendix B to this part.)

(4) Supporting documentation consists of system notice for the proposed new or altered system, and proposed exemption rule, if applicable.

(g) *Reporting requirements.*(1) The annual report required by the Act, as amended by Pub. L. 97–375, 96 Stat. 1821, focuses on two primary areas:

(i) Information describing the exercise of individuals' rights of access to and amendment of records.

(ii) Changes in, or additions to, systems of records.

(2) Specific reporting requirements will be disseminated each year by The Assistant Chief of Staff for Information Management (DAIM-RMS-S) in a letter to reporting elements.

(h) *Rules of conduct.* System managers will ensure that all personnel, including government contractors or their employees, who are involved in the design, development, operation, maintenance, or control of any system of records, are informed of all requirements to protect the privacy of individuals who are subjects of the records.

(i) *Judicial sanctions.* The Privacy Act has both civil remedies and criminal penalties for violations of its provisions:

(1) Civil remedies: An individual may file a civil suit against the Army if Army personnel fail to comply with the Privacy Act.

(2) Criminal penalties: A member or employee of the Army may be guilty of a misdemeanor and fined not more than $5,000 for willfully:

(i) Maintaining a system of records without first meeting the public notice requirements of publishing in the **Federal Register**;

(ii) Disclosing individually identifiable personal information to one not entitled to have it;

(iii) Asking for or getting another's record under false pretense.

§ 505.5 Exemption

(a) *Exempting systems of records.* The Secretary of the Army may exempt Army systems of records from certain requirements of the Privacy Act. There are two kinds of exemptions: General and specific. The general exemption relieves systems of records from most requirements of the Act; the specific exemptions from only a few. See Appendix C to this part.

(b) *General exemptions.* Only Army activities actually engaged in the enforcement of criminal laws as their primary function may claim the general exemption. To qualify for this exemption, a system must consist of:

(1) Information compiled to identify individual criminals and alleged criminals, which consists only of identifying data and arrest records; type and disposition of charges; sentencing, confinement, and release records; and parole and probation status;

(2) Information compiled for the purpose of criminal investigation including efforts to prevent, reduce, or control crime and reports of informants and investigators associated with an identifiable individual; or

(3) Reports identifiable to an individual, compile at any stage of the process of enforcement of the criminal laws, from arrest or indictment through release from supervision.

(c) *Specific exemptions.* The Secretary of the Army has exempted all properly classified information and a few systems of records that have the following kinds of information, from certain parts of the Privacy Act. The Privacy Act exemption cite appears in parentheses after each category.

(1) Classified information in every Army system of records. This exemption is not limited to the systems listed in § 505.5(d). Before denying as individual access to classified information, the Access and Amendment Refusal Authority must make sure that it was properly classified under the standards of Executive Orders 11652, 12065, or 12356 and that it must remain so in the interest of national defense of foreign policy. 5 U.S.C. 552a(k)(1).

(2) Investigatory data for law enforcement purposes (other than that claimed under the general exemption). However, if this information has been used to deny someone a right, privilege or benefit to which the individual is entitled by Federal law, it must be released, unless doing so would reveal the identity of a confidential source. (5 U.S.C. 552a(k)(2).)

(3) Records maintained in connection with providing protective services to the President of the United States or other individuals protected pursuant to Title 18 U.S.C., section 3056. (5 U.S.C. 552a(k)(3).)

(4) Statistical data required by statute and used only for statistical purposes and not to make decisions on the rights, benefits, or entitlements of individuals, except for census records which may be disclosed under Title 13 U.S.C., section 8. (5 U.S.C. 552a(k)(4).)

(5) Data compiled to determine suitability, eligibility, or qualifications for Federal service, Federal contracts, or access to classified information. This information may be withheld only to the extent that disclosure would reveal the identify of a confidential source. (5 U.S.C. 552a(k)(5).)

(6) Testing material used to determine if a person is qualified for appointment or promotion in the Federal service. This information may be withheld only if disclosure would compromise the objectivity or fairness of the examination process. (5 U.S.C. 552a(k)(6).)

(7) Information to determine promotion potential in the Armed

Forces. Information may be withheld, but only to the extent that disclosure would reveal the identity of a confidential source. U.S.C. 552a(k)(7).)

(d) *Procedures.* When a system manager seeks an exemption for a system of records, the following information will be furnished HQDA (DAIM–RMS–S), Alexandria, VA 22331-0301: applicable system notice, exemptions sought, and justification. After appropriate staffing and approval by the Secretary of the Army, a proposed rule will be published in the **Federal Register**, followed, by a final rule 30 days later. No exemption may be invoked until these steps have been completed.

(e) *Exempt Army records.* The following records are exempt from certain parts of the Privacy Act:

a. ID–A0224.04DAIG.

(1) SYSNAME—Inspector General Investigative Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C 552a(k) (2) or (5) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), and (f).

(3) AUTHORITY—4 U.S.C. 552a(k) (2) and (5).

(4) REASONS—Selected portions and/or records in this system are compiled for the purposes of enforcing civil, criminal, or military law, including executive orders or regulations validly adopted pursuant to law. Granting individuals access to information collected and maintained in these files could interfere with enforcement proceedings; deprive a person of a right to fair trial or an impartial adjudication or be prejudicial to the conduct of administrative action affecting rights, benefits, or privileges of individuals, constitute an unwarranted invasion of personal privacy; disclose the identity of a confidential source; disclose nonroutine investigative techniques and procedures, or endanger the life or physical safety of law enforcement personnel; violate statutes which authorize or require certain information to be withheld from the public such as: Trade or financial information, technical data, National Security Agency information, or information relating to inventions. Exemption from access necessarily includes exemption from the other requirements.

b. ID–A0224.05DAIG.

(1) SYSNAME—Inspector General Action Request/Complaint Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (2) or (5) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (2) and (5).

(4) REASONS—Selected portions and/or records in this system are compiled for the purposes of enforcing civil, criminal, or military law, including Executive Orders or regulations validly adopted pursuant to law. Granting individuals access to information collected and maintained in these files could interfere with enforcement proceedings; deprive a person of a right to fair trail or an impartial ajudication or be prejudicial to the conduct of administrative action affecting rights, benefits, or privileges of individuals; constitute an unwarranted invasion of personnel privacy; disclose the identity of a confidential source; disclose nonroutine investigative techniques and procedures, or endanger the life or physical safety of law enforcement personnel; violate statutes which authorize or require certain information, to be withheld from the public such as: Trade or financial information, technical data, National Security Agency information, or information relating to inventions. Exemption from access necessarily includes exemption from the other requirements.

c. ID–A0239.01DAAG.

(1) SYSNAME—Request for Information Files.

(2) EXEMPTION—Portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f) and (g). Portions of the system maintained by offices of Initial Denying Authorities which do not have a law enforcement mission and which fall within 5 U.S.C. 552a(k)(1) through (k)(7) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

(3) AUTHORITY—5 U.S.C. 552a(j)(2) and (k)(1) through (k)(7).

(4) REASONS—This system of records is maintained solely for the purpose of administering the Freedom of Information Act and processing routine requests for information. To insure an accurate and complete file on each case, it is sometimes necessary to include copies of records which have been the subject of a Freedom of Information Act request. This situation applies principally to cases in which an individual has been denied access and/or amendment of personal records under an exemption authorized by Title 5 U.S.C., section 552. The same justification for the original denial would apply to denial of access to copies maintained in the Freedom of Information Act file. It should be emphasized that the majority of records in this system are available on request to the individual and that all records are used solely to process requests. This file is not used to make any other determinations on the rights, benefits or privileges of individuals.

d. ID–A0240.01DAAG.

(1) SYSNAME—Privacy Act Cast Files.

(2) EXEMPTIONS—Portions of this system which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g). Portions of this system maintained by the DA Privacy Review Board and those Access and Amendment Refusal Authorities which do not have a law enforcement mission and which fall within 5 U.S.C. 552a9(k)(1) through (k) (7) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3)(d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

(3) AUTHORITY—5 U.S.C. 552a(j)(2) and (k)(7).

(4) REASONS—This system of records is maintained solely for the purpose of administering the Privacy Act of 1974. To insure accurate and complete file on each case, it is sometimes necessary to include copies of records which have been the subject of a Privacy Act request. This situation applies principally to cases in which an individual has been denied access and/or amendment of personal records under an exemption authorized by Title 5 U.S.C., section 552a. The same justification for the original denial would apply to a denial of access and/or amendment of copies maintained in the Privacy Act Case File. It should be emphasized that the majority of records in this system are available on request to the individual and that all records are used solely to administer Privacy Act requests. This file is not used to make any other determination on the rights, benefits or privileges of individuals.

e. ID–A0241.01HQDA.

(1) SYSNAME—HQDA Correspondence and Control/Central File System.

(2) EXEMPTION—Portions of this system of records which fall within 5 U.S.C. 552a(k) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k)(1) through (k)(7).

(4) REASONS—Documents are generated by other elements of the Army or are received from other agencies and individuals. Because of the broad scope of the contents of this system and since the introduction of documents is largely unregulatable, specific portions or documents that may require an exemption cannot be predetermined. Therefore, and to the extent that such material is received and maintained, selected individual documents may be exempted from disclosure under any of the provisions of sections (k)(1) through (k)(7) of Title 5 U.S.C. 552a.

f. ID–A0401.08DAJA.

(1) SYSNAME—Prosecutorial Files.

(2) EXEMPTION—Portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASON—From subsection (c)(4), (d), (e)(4)(G), (e)(4)(H), (f) and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of laws could interfere with proper investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, nature and disposition of charges; and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information

could also reveal and render ineffectual investigative techniques, sources and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation. Exemption from access necessarily includes exemption from other requirements.

From subsection (c)(3) because the release of accounting of disclosure would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigations.

From subsection (e)(2) because in a criminal or other law enforcement investigation, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques, procedures or evidence.

g. ID–A0402.01aDAJA.

(1) SYSNAME—General Legal Files.

(2) EXEMPTION—Those portions of this system of records falling within 5 U.S.C. 552a(k) (1), (2), (5), (6), and (7) may be exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), (5), (6), and (7).

(4) REASONS—Various records from other exempted systems of records are sometimes submitted for legal review or other action. A copy of such records may be permanently incorporated into the General Legal Files system of records as evidence of the facts upon which a legal opinion or review was based. Exemption of the General Legal Files system of records is necessary in order to ensure that such records continue to receive the same protection afforded them by exemptions granted to the systems of records in which they were originally filed.

h. ID–A0404.02DAJA.

(1) SYSNAME—Courts-Martial Files.

(2) EXEMPTION—All portions of this system which fall under Title 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. 552a: (d)(2), (d)(4), (e)(2), (e)(3), (e)(4)(H), and (g).

(3) AUTHORITY—Title 5 U.S.C. 552a(j)(2).

(4) REASONS—Courts-martial files are exempt because a large body of existing criminal law governs trials by court-martial to the exclusion of the Privacy Act. The Congress recognized the judicial nature of court-martial proceedings and exempted them from the Administrative Procedures Act by specifically excluding them from the definition of the term "agency" (Title 5 U.S.C. 551(1)(f). Substantive and procedural law applicable in trials by court-martial is set forth in the Constitution, the Uniform Code of Military Justice (UCMJ) Manual for Courts-Martial, United States, 1969 (Revised edition), and the decisions of the U.S. Court of Military Appeals and Courts of Military Review. The right of the accused not to be compelled to be a witness against himself and the need to obtain accurate and reliable information with regard to criminal misconduct necessitate the collection of information from sources other than the individual accused.

(a) Advising the accused or any other witness of the authority for collection of the information, the purpose for which it is to be used, whether disclosure is voluntary or mandatory, and the effects on the individual of not providing the information would unnecesarily disrupt and confuse court-martial preceedings. It is the responsibility of the investigating officer or military judge to determine what information will be considered as evidence. In making the determination, the individual's rights are weighed against the accused's right to fair trial. The determination is final for the moment and the witness' failure to comply with the decision would delay the proceeding and may result in prosecution of the witness for wrongful refusal to testify.

(b) In a trial by court-martial, the accused has a unique opportunity to assure that the record is accurate, relevant, timely, and complete as it is made. He has the right to be present and the trial, to be represented by counsel at general and special courts-martial, and to consult with counsel in summary courts-martial, to review and challenge all information before it is introduced into evidence, to cross-examine all witnesses against him, to present evidence in his behalf and in general and special courts-martial, to review and comment upon the record for trial before it is authenticated. Procedures for correction of the record and controlled by paragraphs 82, 86, and 95, Manual for Courts-Martial, 1969 (Revised edition). After completion of appellate review, the record may not be amended. Article 76 of the Uniform Code of Military Justice (10 U.S.C. 876) provides that the proceedings, findings and sentences of courts-martial as approved, reviewed or affirmed are final and conclusive and binding upon all departments, courts, agencies, and of the United States subject only to action upon a petition for new trial (Article 73, UCMJ), action by the Secretary concerned (Article 74, UCMJ), and the authority of the President.

i. ID–A0501.08eUSACIDC.

(1) SYSNAME—Informant Register.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(5), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) from subsection (c)(3) because release of accounting of disclosures would provide the informant with significant information concerning the nature of a particular investigation, the internal methods and techniques involved in criminal investigation, and the investigative agencies (state, local or foreign) involved in a particular case resulting in a serious compromise of the criminal law enforcement processes.

(b) From subsection (c)(4), (d), (e)(4)(G), (e)(4)(H), (f), and (g) because disclosure of portions of the information in this system of records would seriously impair the prudent and efficient handling of these uniquely functioning individuals; hamper the inclusion of comments and evaluations concerning the performance qualification, character, identity, and propensities of the informant; and prematurely compromise criminal investigations which either concern the conduct of the informant himself or investigations wherein he/she is intergrally or only peripherally involved. Additionally, the exemption from access necessarily includes exemption from amendment, certain agency requirements relating to access and amendment of records and civil liability predicated upon agency compliance with specific provisions of the Privacy Act.

(c) From subsection (d), (e)(4)(G), (e)(4)(H), and (f) are also necessary to protect the security of information properly classified in the interest of national defense and foreign policy.

(d) From subsection (e)(1) because the nature of the criminal investigative function creates unique problems in prescribing what information concerning informants is relevant or necessary. Due to close liaison and existing relationships with other Federal, state, local and foreign law enforcement agencies, information about informants may be received which may relate to a case then under the investigative jurisdiction of another Government agency but it is necessary to maintain this information in order to provide leads for appropriate law enforcement purposes and to establish patterns of activity which may relate to the jurisdiction of both the USACIDC and other agencies. Additionally, the failure to maintain all known information about informants could affect the effective utilization of the individual and substantially increase the operational hazards incumbent in the employment of an informant in very compromising and sensitive situations.

(e) From subsection (e)(2) because collecting information from the information would potentially thwart both the crminal investigtive process and the required management control over these individuals by appraising the informant of investigations or management actions concerning his involvement in criminal activity or with USACIDC personnel.

(f) From subsection (e)(3) because supplying an informant with a form containing the information specified could result in the compromise of an investigation, tend to inhibit the cooperation of the informant, and render ineffectual investigative techniques and methods utilized by USACIDC in the performance of its criminal law enforcement duties.

(e) From subsection (e)(5) because this requirement would unduly hamper the criminal investigative process due to type of records maintained an necessity for rapid information retrieval and dissemination. Also, in the collection of information about informants, it is impossible to determine what information is then accurate, relevant, timely and complete. With the passage of time, seemingly irrevelant or untimely information may acquire new significance as further investigation or contact brings new details to light. In the criminal investigative process, accuracy and relevance of information concerning informants can only be determined in a court of law. The restrictions imposed by subsection (e)(5) would restrict the ability of trained investigators to exercise their judgment in reporting information relating to informant's actions and would impede the development of criminal intelligence necessary for effective law enforcement.

(h) From subsection (e)(8) because the notice requirements of this provision could present a serious impediment to criminal law enforcement by revealing investigative techniques, procedures, and the existence of confidential investigations.

j. ID–A0501. 10DAMI.

(1) SYSNAME—Counterintelligence Research File System (CIRFS).

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2) and (5).

(4) REASON—Information in the files is obtained from overt and sensitive intelligence sources, and contains information classified in the interest of national security under the provisions of EO 12356 and predecessor orders. The system contains investigatory material compiled for law enforcement purposes as well as for determining the suitability for employment or military service and thus will also require the protection of confidential sources. Information may reflect the efforts of hostile intelligence services in the collection effort against the US Army.

Additionally, the following factors are at issue in disclosure of data from this system of records: Release of exempted information would endanger the safety of sources involved in intelligence programs: release would invade the privacy of those individuals involved in intelligence programs: release would compromise and thus negate specialized techniques used to support intelligence programs: and release would interfere with and negate the orderly conduct of intelligence operations. Exemption from the remaining provisions is predicated upon the exemption from disclosure or upon the need for conducting complete and proper investigations.

k. ID–A0502.03DAMI.

(1) SYSNAME—Intelligence Collection Files.

(2) EXCEPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (1), (2) or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d)(e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), and (5).

(4) REASONS—Executive Order 12356 and predecessor orders provide for the protection of some official information and material which, because it bears directly on the effectiveness of our national defense and the conduct of our foreign relations, must be subject to some constraints for the security of our Nation, and the safety of our people and our Allies. To protect against actions hostile to the United States, of both overt and covert nature, it is essential that such official information and material be given only limited dissemination. This exemption is also essential to protect the privacy and personal safety of the sources involved. It is vital to the conduct of secure operations under Director, Central Intelligence Directives 4 and 5 and Defense Intelligence Agency Manual 58–11.

Additionally, the disclosure of data within this system of records is exempt to the extent the disclosure of such data would reveal the identity of sources who furnished information to the Government under an express or implied promise that source identities would be held in confidence. These assurances are essential to the frank and candid disclosure of information which is essential to the investigative purpose. Confidence in the integrity of government assurances must be maintained or the investigative process will be severely damaged. Exemption from the other requirements is premised on and follows from the rationale which requires exemption from access.

l. ID–A0502.03bDAMI.

(1) SYSNAME—Technical Surveillance Index.

(2) EXEMPTION—All portions of this system of records which falls within 5 U.S.C. 552a(k) (1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(H), and (e)(4)(I).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), or (5).

(4) REASONS—The material contained in this record system contains data concerning sensitive sources and operational methods whose dissemination must be strictly controlled because of national security intelligence considerations. Disclosure of documents or the disclosure accounting record may compromise the effectiveness of the operation, and negate specialized techniques used to support intelligence or criminal investigative programs, or otherwise interfere with the orderly conduct of intelligence operations or criminal investigations.

m. ID–A0502.10aDAMI.

(1) SYSNAME—USAINTA Investigative File System.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (d), (e)(4)(G), (e)(4)(H), and (e)(4)(I).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), and (5).

(4) REASONS—Executive Order 12356 and predecessor orders provide for the protection of some official information and material which, because it bears directly on the effectiveness of our national defense and the conduct of our foreign relations, must be subject to some constraints for the security of our Nation and the safety of our people and our Allies. To protect against actions hostile to the United States, of both overt and covert nature, it is essential that such official information and material be given only limited dissemination. Additionally, in the conduct of such operations which produce these records, at times the methods and arrangements with our Allies pertinent to the conduct of intelligence operations are relevant to this issue of national security interests and must be safeguarded. Further, the disclosure of unclassified data within this record system is exempt only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express or implied promise that the identity of the source would be held in confidence. These assurances are essential to the frank and candid disclosure of information which is essential to the purposes of these investigations. Confidence in the integrity of the Government's assurances must be maintained or the investigative process will be severely damaged. Exemption from the other requirements is premised on and follows from the rationale which requires exemption from access.

n. ID–503.03aDAMI.

(1) SYSNAME—Department of the Army Operational Support Activities Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (1), (2), or (5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), and (5).

(4) REASONS—Executive Order 12356 and predecessor orders provide for the protection of official information and material which, because it bears directly on the effectiveness of our national defense and the conduct of our foreign relations, must be limited in its accessibility. To protect against hostile actions, both overt and covert, it is essential that such official information and material be given only limited dissemination. Additionally, the following factors are at issue in disclosure of data from this system of records: Release of exempted information would endanger the safety of sources involved in intelligence programs; release would invade the privacy of those individuals involved in intelligence programs; release would compromise and thus negate specialized techniques used to support intelligence programs; and release would interfere with and negate the oderly conduct of intelligence operations. Exemption from the other provisions is premised on and follows the rationale which exempts access to this system of records.

o. ID–A0503.06aDAMI.

(1) SYSNAME—Counterintelligence Operations File.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (1), (2), or (5) are exempt from

provisions of Title 5 U.S.C., section 552a: (c)(3), (d), (e)(1), (e)(4)(G), (e)(4)(I), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), and (5).

(4) REASONS—Executive Order 12356 and predecessor orders provide for the protection of official information and material which, because it bears directly on the effectiveness of our national defense and the conduct of our foreign relations, must be limited in its accessibility. To protect against hostile actions, both overt and covert, it is essential that such official information and material be given only limited dissemination. Additionally, the following factors are at issue in disclosure of data from this system of records: Release of exempted information would endanger the safety of sources involved in intelligence programs; release would invade the privacy of those individuals involved in intelligence programs; release would compromise and thus negate specialized techniques used in support of intelligence programs; and release would interfere with and negate the orderly conduct of intelligence operations. Relevant to the above considerations, exemption is necessary from the requirements to provide an individual an accounting of disclosures and to inform an individual whether a record exists on him within this system of records, during the period in which an investigative interest and activity remains concerning that individual. This is necessary to avoid disclosure of the existence of on going law enforcement investigations and compromise of the purposes and objectives for such on-going investigations. Further, the disclosure of data within this record system is exempt to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express or implied promise that the identity of the source would be held in confidence. These assurances are essential to the frank and candid disclosure of information which is essential to the purposes of these investigations. Confidence in the integrity of the Government's assurances must be maintained or the investigative process will be severely damaged. The exemption of an individual's right of access to records on him in this system of records and the reasons therefor necessitate and provide the rationale for the exemption of this system of records from the requirements of record amendment and other cited provisions. Maintaining information which is strictly relevant to law enforcement purposes may result in exclusion of seemingly irrelevant data of significant value in determining the qualifications and suitability of individuals for Federal civilian employment, military service, Federal contracts or access to classified information.

p. ID–A0506.01fDAMI.

(1) SYSNAME—Personnel Security Clearance Information Files.

(2) EXEMPTION—All portions of this system which fall within 5 U.S.C. 552a (k) (1), (2), or (5) are exemptions from the following provisions of Title 5 U.S.C., section 552a: (d), (e)(4)(G), (e)(4)(H), (e)(4)(I), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (1), (2), and (5).

(4) REASONS—Material contained in this record which is properly and currently classified under the Executive Order 12356 and predecessor orders includes data concerning sensitive source and operational methods whose dissemination must be strictly controlled because of its relationship to national security intelligence considerations. Additionally, in the conduct of operations which produce these records, at times the methods and arrangements with our Allies pertinent to the conduct of intelligence operations are relevant to this issue of national security interests and must be safeguarded. Further, the disclosure of unclassified data within this record system is exempt only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of 5 U.S.C. 552a, under an implied promise that the identity of the source would be held in confidence. These assurances are essential to the purposes of these investigations. Confidence in the integrity of the Government's assurance must be maintained or the investigative process will be severely damaged. Exemption from access necessarily includes exemption from the other requirements.

q. ID–A0508.07USACIDIC.

(1) SYSNAME—Criminal Investigation Accreditation Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (2), (5), or (7) are exempt from the following provisions of Title 5 U.S.C., section 552A: (d), (e)(1), (e)(1), (e)(4)(G), (e)(4)(H), and (f).

(3) AUTHORITY—5 U.S.C. 552a(k) (2), (5), and (7).

(4) REASONS—From subsections (d), (e)(4)(G), (e)(4)(H), and (f) because disclosure of portions of the information in this system of records would seriously impair the selection and management of these uniquely functioning individuals; hamper the inclusion of comments, reports and evaluations concerning the performance, qualifications, character, action and propensities of the agent; and prematurely compromise investigations with either concern the conduct of the agent himself or investigations wherein he or she is integrally or only peripherally involved. Additionally, the exemption from access necessarily includes exemptions from the amendment and the agency procedures which would otherwise be required to process these types of requests.

From subsection (e)(1) because the failure to maintain all known information about agents could affect the effective utilization of the individual and substantially increase the operational hazards incumbent in the employment of agents in very compromising and sensitive situations.

2. ID–A0508.11aUSACIDC.

(1) SYSNAME—Criminal Investigations and Crime Laboratory Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552(j)(2).

(4) REASONS—(a) From subsection (c)(3) because the release of accounting of disclosures would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning coordinated investigative effort and techniques and the nature of the investigation, resulting in a serious impediment to criminal law enforcement activities or the compromise of properly classified material.

(b) From subsections (c)(4), (d), (e)(4)(G), (e)(4)(H), (f), and (g) because access might compromise on-going investigations, reveal classified information, investigatory techniques or the identity of confidential informants, or invade the privacy of persons who provide information in connection with a particular investigation. The exemption from access necessarily includes exemption from amendment, certain agency requirements relating to access and amendment of records, and civil liability predicated upon agency compliance with those specific provisions of the Privacy Act. The exemption from access necessarily includes exemption from other requirements.

(c) From subsection (e)(1) because the nature of the investigative function creates unique problems in prescribed specific perimeters in a particular case as to what information is relevant or necessary. Also, due to close liaisons and working relationships with other Federal, state, local, and foreign law enforcement agencies, information may be received which may relate to a case then under the investigative jurisdiction of another Government agency but it is necessary to maintain this information in order to provide leads for appropriate law enforcement purposes and to establish patterns of activity which may relate to the jurisdiction of both the USACIDC and other agencies.

(d) From subsection (e)(2) because collecting information from the subject of criminal investigations would thwart the investigative process by placing the subject of the investigation on notice thereof.

(e) From subsection (e)(3) because supplying an individual with a form containing the information specified could result in the compromise of an investigation, tend to inhibit the cooperation of the individual queried, and render ineffectual investigation techniques and methods utilized by USACIDC in the performance of their criminal law enforcement duties.

(f) From subsection (e)(5) because this requirment would unduly hamper the criminal investigative process due to the great volume of records maintained and the necessity for rapid information retrieval and dissemination. Also, in the collection of information for law enforcement purposes, it is impossible to determine what information is then accurate, relevant, timely, and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light. In the criminal investigation process, accuracy and relevance of information can only be determine in a court of law. The restrictions imposed by subsection (e)(5) would restrict the ability of trained investigators to exercise their judgment in reporting on investigations and impede the development of criminal intelligence necessary for effective law enforcement.

(g) From subsection (e)(8) because the notice requirements of this provision could present a serious impediment to criminal law enforcement by revealing investigative techniques, procedures, and the existence of confidential investigations.

s. ID—AO508.11bUSACID.

(1) SYSNAME—Criminal Information Reports and Cross Index Card Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsection (c)(3) because the release of accounting of disclosures would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning coordinated investigative effort and techniques and the nature of the investigation, resulting in a serious impediment to criminal law enforcement activities or the compromise of properly classified material.

(b) From subsections (c)(4), (d), (e)(4)(G), (e), (4)(H), (f), and (g) because access might compromise on-going investigations, reveal investigatory techniques and the identity of confidential informants, and invade the privacy of persons who provide information in connection with a particular investigation. The exemption from access necessarily includes exemption from amendment, certain agency requirements relating to access and amendment of records, and civil liability predicated upon agency compliance with those specific provisions of the Privacy Act. In addition, subsections (d), (e)(4)(G), (e)(4)(H), and (f) are necessary to protect the security of information properly classified in the intent of national and foreign policy.

(c) From subsection (e)(1) because the nature of the criminal investigative function creates unique problems in prescribing specific perimeters in a particular case what information is relevant or necessary. Also, due to close liaison and working relationships with other Federal, state, local and foreign law enforcement agencies, information may be received which may be received which may relate to a case then under the investigative jurisdiction of another Government agency but it is necessary to maintain this information in order to provide leads for appropriate law enforcement purposes and to establish patterns of activity which may relate to the jurisdiction of both the USACDIC and other agencies.

(d) From subsection (e)(2) because collecting information from the subject of criminal investigation would thwart the investigative process by placing the subject of the investigation on notice thereof.

(e) From subsection (e)(3) because supplying an individual with a form containing the information specified could result in the compromise of an investigation, tend to inhibit the cooperation of the individuals queried and render ineffectual investigative techniques and methods utilized by USACIDC in the performance of their criminal law enforcement duties.

(f) From subsection (e)(5) because this requirement would unduly hamper the criminal investigative process due to the great volume of records maintained and the necessity for rapid information retrieval and dissemination. Also, in the collection of information for law enforcement purposes, it is impossible to determine what information is then accurate, relevant, timely, and complete. With the passage of time, seemingly irrelevant or untimely information may acquire new significance as further investigation brings new details to light. In the criminal investigative process, accuracy and relevance of information can only be determined in a court of law. The restrictions imposed by subsection (e)(5) would restrict the ability of trained investigators to exercise their judgment in reporting on investigations and impede the development of criminal intelligence necessary for effective law enforcement.

(g) From subsection (e)(8) because the notice requirements of this provision could present a serious impediment to criminal law enforcement by revealing investigative techniques, procedures, and the existence of confidential investigations.

t. ID—AO508.16DAPE.

(1) SYSNAME—Absentee Case Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsection (c)(4), (d), (e)(4)(G), (e)(4)(H), (f) and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of laws could interfere with proper investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, nature and disposition of charges, and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation. Exemption from access necessarily includes exemption from the other requirements.

(b) From subsection (c)(3) because of the release of accounting of disclosure would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigations.

(c) From subsection (e)(2) because in a criminal or other law enforcement investigation, they require that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(d) From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(e) From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and be revealing investigative techniques, procedures or evidence.

u. ID–A0508.24aDAPE.

(1) SYSNAME—Serious Incident Reporting Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (E)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsections (c)(4) (d), (e)(4)(G), (e)(4)(H), (f), and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with orderly investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, nature and disposition of charges; and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation. Exemption from access necessarily includes exemption from the other requirements.

(b) From subsection (c)(3) because the release of accounting of disclosure would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigations.

(c) From subsection (e)(2) because in a criminal or other law enforcement investigation, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(d) From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reval the identity of witnesses or confidential informants.

(e) From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques, procedures or evidence.

v. ID–A0508.25aUSACIDC.

(1) SYSNAME—Index to Criminal Investigative Case Files.

(2) EXEMPTION—All portions of this system of records which fall with 5 U.S.C. 552a(j)(2) are exempt from the following provisions of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(1), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsection (c)(3) because the release of accounting of disclosures would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning coordinated investigative effort and techniques and the nature of the investigation, resulting in a serious impediment to criminal law enforcement activities or the compromise of properly classified material.

(b) From subsection (c)(4), (d), (e)(4)(G), (e)(4)(H), (f), and (g) because access might compromise on-going investigations, reveal investigatory techniques and the identity of confidential informants, and invade the privacy of persons who provide information in connection with a particular investigation. The exemption from access necessarily includes exemption from amendment, certain agency requirements relating to access and amendment of records, and civil liability predicated upon agency compliance with those specific provisions of the Privacy Act. In addition, subsection (d), (e)(4)(G), (e)(4)(H), and (f) are necessary to protect the security of information properly classified in the interest of national and foreign policy.

(c) From subsection (e)(1) because the nature of the criminal invetigative function creates unique problems in prescribing specific perimeters in a particular case what information is relevant or necessary. Also, due to close liaison and working relationships with other Federal, state, local and foreign law enforcement agencies, information may be received which may relate to a case then under the investigative jurisdiction of another government agency but it is necessary to maintain this information in order to provide leads for appropriate law enforcement purposes and to establish patterns of activity which may relate to the jurisdiction of both the USACIDC and other agencies.

(d) From subsection (e)(2) because collecting information from the subject of criminal investigations would thwart the investigative process by placing the subject of the investigation on notice thereof.

(e) From subsection (e)(3) because supplying an individual with a form containing the information specified could result in the compromise of an investigation, tend to inhibit the cooperation of the individuals queried, and render ineffectual investigative techniques and methods utilized by USACIDC in the performance of their criminal law enforcement duties.

(f) From subsection (e)(5) because this requirement would unduly hamper the criminal investigative process due to the great volume of records maintained and the necessity for rapid information retrieval and dissemination. Also, in the collection of information for law enforcement purposes, it is impossible to determine what information is then accurate, relevant, timely, and complete. With the passage of time, seemingly irrelevant or untimely information can only be determined in a court of law. The restrictions imposed by subsection (e)(5) would restrict the ability of trained investigators to exercise their judgment in reporting on investigations and impede the development of criminal intelligence necessary for effective law enforcement.

(g) From subsection (e)(8) because the notice requirements of this provision could present a serious impediment to criminal law enforcement by revealing investigative techniques, procedures, and the existence of confidential investigations.

w. ID–A0509.08DAPE.

(1) SYSNAME—Registration and Permit Files.

(2) EXEMPTION—This system of records insofar as it contains information falling within 5 U.S.C. 552a(k)(2) is exempted from the release of accounting of disclosures would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation thus resulting in a serious impediment to criminal law enforcement investigations, activities or the compromise of properly classified material.

x. ID–A0509.10DAPE.

(1) SYSNAME—Law Enforcement: Offense Reporting System (MPMIS).

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (C)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsection (c)(4), (d)(e)(4)(G), (e)(4)(H), (e)(8), (f), and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with orderly investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, nature and disposition of charges, and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation.

(b) From subsection (c)(3) because the release of accounting of disclosure would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigation.

(c) From subsection (e)(2) because in a criminal or other law enforcement investigation, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(d) From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it would compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(e) From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques, procedures, or evidence.

y. ID–A0509.18bDAPE.

(1) SYSNAME—Expelled or Barred Person Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY— 5U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsections (c)(4), (d), (e)(4)(G), (e)(4)(H), (f) and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with orderly investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, and the nature and disposition of charges; and jeopardize the safety and well-being of informants, witnesses and their families, law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation.

(b) From subsection (c)(3) because the release of accounting would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigations.

(c) From subsection (e)(2) because in a criminal or other law enforcement investigation, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(d) From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(e) From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques procedures or evidence.

z. ID–A0509.19DAPE.

(1) SYSNAME—Military Police Investigator Certification Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (2), (5), or (7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (d), (e)(4)(G), (e)(4)(H), and (f) because disclosure of portions of the information in this system of records would seriously impair the selection and management of these uniquely functioning individuals; hamper the inclusion of comments, reports and evaluations concerning the performance, qualifications, character, actions and propensities of the agent; and prematurely compromise investigations which either concern the conduct of the agent himself or investigations wherein he or she is integrally or only peripherally involved. Additionally, the exemption from access necessarily includes exemptions from the amendment and the agency procedures which would otherwise be required to process these types of requests.

aa. ID–A0509.21DAPE.

(1) SYSNAME—Local Criminal Information Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsections (c)(4)(G), (e)(4)(H), (f), and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of laws could interfere with proper investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, nature and disposition of charges; and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources and methods used by this component and could result in the invasion of the privacy of individuals only incidentally related to an investigation. Exemption from access necessarily includes exemption from the other requirements.

(b) From subsection (c)(3) because the release of accounting of disclosure would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigations.

(c) From subsection (e)(2) because, in a criminal or other law enforcement investigation, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(d) From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(e) From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques, procedures or evidence.

ab. 3.—A0511.05DAPE.

(1) SYSNAME—Traffic Law Enforcement/Vehicle Registration System: MPMIS.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C., section 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4)(G), (e)(4)(H), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—(a) From subsections (c)(4), (d), (e)(4)(G), (e)(4)(H), (f), and (g) because granting individuals access to information collected and maintained by this component relating to the enforcement of laws could interfere with proper investigations and the orderly administration of justice. Disclosure of this information could result in the concealment, alteration or destruction of evidence, the identification of offenders or alleged offenders, nature and disposition of charges; and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation. Exemption from access necessarily includes exemption from the other requirements.

(b) From subsection (c)(3) because the release of accounting of disclosure would place the subject of an investigation on notice that he is under investigation and provide him with significant information concerning the nature of the investigation, thus resulting in a serious impediment to law enforcement investigations.

(c) From subsection (e)(2) because in a criminal or other law enforcement investigation, the requirement that information be collected to the greatest extent practicable from the subject individual would alert the subject as to the nature or existence of the investigation and thereby present a serious impediment to effective law enforcement.

(d) From subsection (e)(3) because compliance would constitute a serious impediment to law enforcement in that it could compromise the existence of a confidential investigation or reveal the identity of witnesses or confidential informants.

(e) From subsection (e)(8) because compliance with this provision would provide an impediment to law enforcement by interfering with the ability to issue warrants or subpoenas and by revealing investigative techniques, procedures or evidence.

ac. 4.

(1) SYSNAME—Enlistment Eligibility Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k)(5) are exempt from the following provisions of Title 5 U.S.C. section 552a: (d).

(3) AUTHORITY—5 U.S.C. 552a(k)(5).

(4) REASONS—It is imperative that the confidential nature of evaluations and investigatory material on applicants applying for enlistment furnished to the US Army Recruiting Command under an express promise of confidentiality, be maintained to insure the candid presentation of information necessary in determinations of enlistment and suitability for enlistment into the United States Army.

ad. ID–A0702.08aDASG.

(1) SYSNAME—Army Medical Procurement Applicant Files.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 522a(k)(5) are exempt from the following provisions of Title 5 U.S.C., section 552a: (d)

(3) AUTHORITY—5 U.S.C. 552a(k)(5).

(4) REASONS—It is imperative that the confidential nature of evaluation investigatory material on applicants furnished to the Army Medical Procurement Program under an express promise of confidentiality, be maintained to ensure that candid presentation of information necessary in determinations involving selection for AMEDD training programs and for suitability for commissioned service and future promotion.

ae. ID–A0704.10bMEPCOM.

(1) SYSNAME—ASVAB Institutional Test Scoring and Reporting System.

(2) EXEMPTION—All portions of this system which fall within 5 U.S.C. 552a(k)(6) are exempt from the following provision of Title 5 U.S.C., section 552a: (d).

(3) AUTHORITY—5 U.S.C. 552a(k)(6).

(4) REASONS—Exemption is needed for the portion of records which pertains to individual item response on tests, to preclude compromise of scoring keys.

af. ID–A0709.01aDAPE.

(1) SYSNAME—United States Military Academy Candidate Files.

(2) EXEMPTION—All portions of this system which fall within 5 U.S.C. 552a (k) (5), (6), or (7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (d).

(3) AUTHORITY—5 U.S.C. 552a(:k) (5), (6), and (7).

(4) REASONS—(a) From subsection (d) because access might reveal investigatory and testing techniques. The exemption from access necessarily includes exemption from amendment, certain agency requirements relating to access and amendment of records, and civil liability predicated upon agency compliance with those specific provisions of the Privacy Act.

(b) Exemption is necessary to protect the identity of individuals who furnished information to the United States Military Academy which is used in determining suitability, eligibility, or qualifications for military service and which was provided under an express promise of confidentiality.

(c) Exemption is needed for the portion of records compiled within the Academy which pertain to testing or examination material used to rate individual qualifications, the disclosure of which would compromise the objectivity or fairness of the testing or examination process.

(d) Exemption is required for evaluation material used by the Academy in determining potential for promotion in the Armed Services, to protect the identity of a source who furnished information to the Academy under an express promise of confidentiality.

ag. ID–A0709.03DAPE.

(1) SYSNAME—U.S. Military Academy Personnel Cadet Records.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(k) (5) or (7) are exempt from the following provisions of Title 5 U.S.C., section 552a: (d).

(3) AUTHORITY—5 U.S.C. 552a(k) (5) and (7).

(4) REASONS—It is imperative that the confidential nature of evaluation and investigatory material on candidates, cadets, and graduates, furnished to the United States Military Academy under promise of confidentiality be maintained to insure the candid presentation of information necessary in determinations involving admissions to the Military Academy and suitability for commissioned service and future promotion.

ah. ID–A0713–09aTRADOC.

(1) SYSNAME—Skill Qualification Test.

(2) EXEMPTION—All portions of this system which fall under 5 U.S.C. 552a(k)(6) are exempt from the following provisions of Title 5 U.S.C., section 552a: (d).

(3) AUTHORITY—5 U.S.C. 552a(k)(6).

(4) REASONS—An exemption is required for those portions of the Skill Qualification Test system pertaining to individual item responses and scoring keys to prelude compromise of the test and to insure fairness and objectivity of the evaluation system.

ai. ID–A0720.04DAPE.

(1) SYSNAME—Army Correctional System: Correctional Treatment Records.

(2) EXEMPTION—All portions of this system of records which fall within 5 U.S.C. 552a(j)(2) are exempt from the following provisions of Title 5 U.S.C. section 552a: (c)(3), (c)(4), (d), (e)(3), (e)(4)(G), (e)(4)(H), (e)(5), (e)(8), (f), and (g).

(3) AUTHORITY—5 U.S.C. 552a(j)(2).

(4) REASONS—Granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with the orderly administration of justice. Disclosure of this information could jeopardize the safety and well-being of information sources, correctional supervisors and other confinement facility administrators. Disclosure of the information could also result in the invasion of privacy of persons who provide information used in developing individual treatment programs. Further, disclosure could result in a deterioration of a prisoner's self-image and adversely affect meaningful relationships between a prisoner and his counselor or supervisor. These factors are, or course, essential to the rehabilitative process. Exemption from the remaining provisions is predicated upon the exemption from disclosure or upon the need for proper functioning of correctional programs.

aj. ID–A0917.10DASG.

(1) SYSNAME—Family Advocacy Case Management Files.

(2) EXEMPTION—All portions of this system which fall within 5 U.S.C. 552a(k) (2) and (5) are exempt from the following provisions of title 5 U.S.C., section 552a: (d).

(3) AUTHORITY—5 U.S.C. 552a(k) (2) and (5).

(4) REASONS—Exemptions are needed in order to encourage persons having knowledge of abusive or neglectful acts toward children to report such information and to protect such sources from embarrassment or recriminations as well as to protect their right to privacy. It is essential that the identities of all individuals who furnish information under an express promise of confidentiality be protected. In the case of spouse abuse, it is important to protect the privacy of spouses seeking treatment.

Additionally, granting individuals access to information relating to criminal and civil law enforcement could interfere with on-going investigations and the orderly administration of justice in that it could result in the concealment, alteration, destruction, or fabrication of information, could hamper the identification of offenders or alleged offenders, and the disposition of charges, and could jeopardize the safety and well-being of parents, children, and abused spouses.

ak. ID–A1012.01DAPE.

(1) SYSNAME—Applicants/Students, US Military Academy Prep School.

(2) EXEMPTION—Parts of this system which fall within 5 U.S.C. 552a(k)(5) and (7) are exempt from subsection (d) of Title 5 U.S.C., section 552a.

(3) AUTHORITY—5 U.S.C. 552a(k)(5) and (7).

(4) REASONS—It is imperative that the confidential nature of evaluation material on individuals, furnished to the US Military Academy Preparatory School under an express promise of confidentiality, be maintained to ensure the candid presentation of information necessary in determinations involving admission to or retention at the United States Military Academy and suitability for commissioned military service.

(e) Exempt OPM records. Three Office of Personnel Management systems of records apply to Army employees, except for nonappropriated fund employees. These systems, the specific exemptions determined to be necessary and proper, the records exempted, provisions of the Privacy Act from which exempted, and justification are set forth below:

(1) Personnel Investigations Records (OPM/CENTRAL–9). All material and information in these records that meets the criteria stated in 5 U.S.C. 552a(k) (1), (2), (3), (5), and (6) is exempt from the requirements of 5 U.S.C. 552a (c)(3) and (d). These provisions of the Privacy Act relate to making accountings of disclosures available to the data subject and access to and amendment of records.

The specific applicability of the exemptions to this system and the reasons for the exemptions are as follows:

(i) Personnel investigations may obtain from another Federal agency properly classified information which pertains to national defense and foreign policy. Application of exemption (k)(1) may be necessary to preclude the data subject's access to and amendment of such classified information under 5 U.S.C. 552a(d).

(ii) Personnel investigations may contain investigatory material compiled for law enforcement purposes other than material within the scope of 5 U.S.C. 552a(j)(2), e.g., investigations into the administration of the merit system. Application of exemption (k)(2) may be necessary to preclude the data subject's access to or amendment of such records, under 552a(c)(3) and (d).

(iii) Personnel investigations may obtain from another Federal agency information that relates to providing protective services to the President of the United States or other individuals pursuant to section 3056 of title 18. Application of exemption (k)(3) may be necessary to preclude the data subject's access to and amendment of such records under 5 U.S.C. 552a(d).

(iv) All information about individuals in these records that meets the criteria stated in 5 U.S.C. 552a(k)(5) is exempt from the requirements of 5 U.S.C. 552a(c) (3) and (4). These provisions of the Privacy Act relate to making accountings of disclosures available to the data subject, and access to and amendment of records.

These exemptions are claimed because this system contains investigatory material compiled solely for the purpose of determining suitability, eligibility, and qualifications for Federal civilian employment. To the extent that the disclosure of material would reveal the identity of source who furnished information to the Government under an express promise that the identity of the source would held in confidence, or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, the application of exemption (k)(5) will be required to honor such a promise should the data subject request access to or amendment of the record, or access to the accounting of disclosures of the record.

(v) All material and information in the records that meets the criteria stated in 5 U.S.C. 552a(k)(6) is exempt from the requirements of 5 U.S.C. 552a(d), relating to access to and amendment of records by the data subject. This exemption is claimed because portions of this system relate to testing or examination materials used solely to determine individual qualifications for appointment or promotion in the Federal service. Access to or amendment of this information by the data subject would compromise the objectivity and fairness of the testing or exemption process.

(2) Recruiting, Examining, and Placement Records (OPM/GOVT–5).

(i) All information about individuals in these records that meets the criteria stated in 5 U.S.C. 552a(k)(5) is exempt from the requirements of 5 U.S.C. 552a(c)(3) and (d). These provisions of the Privacy Act relate to making accountings of disclosures available to the data subject and access to and amendment of records. These exemptions are claimed because this system contains investigative material compiled solely for the purpose of determining the appropriateness of a request for approval of an objection to an eligible's qualification for employment in the Federal service. To the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, the application of exemption (k)(5) will be required to honor such a promise should the data subject request access to the accounting of disclosures of the record.

(ii) All material and information in these records that meets the criteria stated in 5 U.S.C. 552a(k)(6) are exempt from the requirements of 5 U.S.C. 552a(d), relating to access to and amendment of records by the subject. The exemption is claimed because portions of this system relate to testing or examination materials used solely to determine individual qualification for appointment or promotion in the Federal service and access to or amendment of this information by the data subject would compromise the objectivity and fairness of the testing or examining process.

(3) Personnel Research Test Validation Records (OPM/GOVT–6). All material and information in these records that meets the criteria stated in 5 U.S.C. 552a(k)(6) is exempt from the requirements of 5 U.S.C. 552a(d), relating to access to and amendment of the records by the data subject. This exemption is claimed because portions of this system relate to testing or examination materials used solely to determine individual qualifications for appointment or promotion in the Federal service. Access to or amendment of this information by the data subject would compromise the objectivity and fairness of the testing or examination process.

Appendix A—Example of System of Records Notice

A0319.01DACA

System name:

Out-of-Service Accounts Receivables.

System location:

US Army Finance and Accounting Center, Ft Benjamin Harrison, IN 46249.

Categories of individuals covered by the system:

Separated and retired military/civilian personnel and others indebted to the US Army.

Categories of records in the system:

Records of current and former military members and civilian employees' pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to:

a. Individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account printouts from the Joint Uniform Military Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, individual financial statements, and correspondence;

b. Application for waiver of erroneous payments or for remission of indebtedness with supporting documents, including, but not limited to statements of financial status (personal income and expenses), statements of commanders and/or accounting and finance officers, correspondence with members and employees;

c. Claims of individuals requesting additional payments for service rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders and/or vouchers, and correspondence with members and employees;

d. Delinquent accounts receivable from field accounting and finance officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the Army Criminal Investigations Command and/or Federal Bureau of Investigation reports;

e. Reports from probate courts regarding estates of deceased debtors;

f. Reports from bankruptcy courts regarding claims of the United States against debtors.

Authority for maintenance of the system:

31 U.S.C., section 3711; 10 U.S.C., section 2774; and 12 U.S.C., section 1715.

Purpose:

To process, monitor, and post-audit accounts receivable, to administer the Federal Claims Collection Act, and to answer inquiries pertaining thereto.

Routine users of records maintained in the system, including categories of users and the purposes of such uses:

Information may be disclosed to:

US Department of Justice/US Attorneys: For legal action and/or final disposition of the debt claims. The litigation briefs (comprehensive, written referral recommendations) will restructure the entire scope of the collection cases.

Internal Revenue Service: To obtain locator status for delinquent accounts receivables; (Automated controls exist to preclude redisclosure of solicited IRS address data); and/or to report write-off amounts as taxable income as pertains to amounts compromised and accounts barred from litigation due to age.

Private Collection Agencies: For collection action when the Army has exhausted its internal collection efforts.

Disclosure to Consumer Reporting Agencies:

Disclosures pursuant to 5 U.S.C. 552a(b)(12) may be made to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f) or the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)) when an individual is responsible for a debt to the US Army, provided the debt has been validated, is overdue, and the debtor has been advised of the disclosure and his rights to dispute, appeal or review the claim; and/or whenever a financial status report is requested for use in the administration of the Federal Claims Collection Act. Claims of the United States may be compromised, terminated or suspended when warranted by information collected.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in collection file folders and bulk storage; card files, computer magnetic tapes and printouts; microfiche.

Retrievability:

By Social Security Number, name, and substantiating document number; conventional indexing is used to retrieve data.

Safeguards:

The US Army Finance and Accounting Center employs security guards. An employee badge and visitor registration system is in effect. Hard copy records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Computerized records are accessed by custodian of the records system and by persons responsible for servicing the record system in the performance of their official duties. Certifying finance and accounting officers of debts have access to debt information to confirm if the debt is valid and collection action is to be continued. Computer equipment and files are located in a separate secured area.

Retention and disposal:

Individual military pay records and accounts receivables are converted to microfiche and retained for 6 years. Destruction is by shredding. Retention periods for other records vary according to category, but total retention does not exceed 56 years; these records are sent to the Federal Records Center, General Services Administration at Dayton, Ohio; destruction is by burning or salvage as waste paper.

System manager(s) and address:

Commander, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Notification procedure:

Individuals desiring to know whether this system of records contains information about them should contact the System Manager, ATTN: FINCP–F, furnishing full name, Social Security Number, and military status or other information verifiable from the record itself.

Record access procedures:

Individuals seeking access to records in this system pertaining to them should submit a written request as indicated in "Notification procedure" and furnish information required therein.

Contesting record procedures:

The Army's rules for access to records and for contesting and appealing initial determinations are contained in Army Regulation 340–21 (32 CFR Part 505).

Record source categories:

Information is received from Department of Defense staff and field installations, Social Security Administration, Treasury Department, financial organizations, and automated system interface.

Systems exempted from certain provisions of the act:

None.

Appendix B—Example of Report for New System of Records

Narrative Statement

1. *System Identification and Name:* A0404.02DAJA, Courts-Martial Files.

2. *Responsible Official:* Mr. James D. Kemper, US Army Legal Services Agency, Office of The Judge Advocate General, Room 204B, Nassif Building, Falls Church, VA 22041.

3. *Purpose of the System:* Records of trial by court-martial are necessary for the purpose of legal review and final action in court-martial cases. After completion of appellate review, they protect each accused against a subsequent trial for the same offense(s).

4. *Authority for the System:* Title 10 U.S.C., Chapter 47, Section 865 states that, in the case of a general court-martial or when sentence that includes a bad conduct discharge is approved by the convening authority in a special court-martial, the record will be sent to The Judge Advocate General. All other special and summary court-martial records will be reviewed by a Judge Advocate.

5. *Number (or estimate) of individuals on whom records will be maintained:* Approximately 7,000,000.

6. *Information on First Amendment Activities:* The system contains no information on First Amendment activities per se; however, the system may include records of trial in which the charged misconduct was an activity arguably protected by the First Amendment.

7. *Measures to Assure Information Accuracy:* In a trial by court-martial, the accused has a unique opportunity to assure that his record is accurate, relevant, timely, and complete as it is made. He has the right to be present at trial, to be represented by counsel in general and special courts-martial and to consult with counsel prior to a summary courts-martial to review and challenge all information before it is introduced into evidence, to cross-examine all witnesses against him, to present evidence in his behalf, and in general and special courts-martial, to review and comment upon the record of trial before the convening authority's action.

8. *Other Measures to Assure System Security:* As courts-martial records reflect criminal proceedings ordinarily open to the public, copies are normally releasable to the public pursuant to the Freedom of Information Act. However, access to the original records is limited to authorized individuals. Security measures consist of standard physical security devices and civilian and military guards.

9. *Relationship to State/Local Government Activities:* None.

10. *Supporting Documentation:* Proposed system notice and proposed exemption rule are at Encl 1 and 2 respectively.

Appendix C—Provisions of the Privacy Act from which a General or Specific Exemption May Be Claimed

Exemption		Section of the Privacy Act
(j)(2)	(k)(l–7)	
No	No	(b)(1) Disclosures within the Department of Defense.
No	No	(2) Disclosures to the public.
No	No	(3) Disclosures for a "Routine Use."
No	No	(4) Disclosures to the Bureau of Census.
No	No	(5) Disclosures for statistical research and reporting
No	No	(6) Disclosures to the National Archives.
No	No	(7) Disclosures for law enforcement purposes.
No	No	(8) Disclosures under emergency circumstances.
No	No	(9) Disclosures to the Congress.
No	No	(10) Disclosures to the General Accounting Office.
No	No	(11) Disclosures pursuant to court orders.
No	No	(12) Disclosure to consumer reporting agencies.
No	No	(c)(1) Making disclosure accountings.
No	No	(2) Retaining disclosure accountings.
Yes	Yes	(c)(3) Making disclosure accounting available to the individual.
Yes	No	(c)(4) Informing prior recipients of corrections.
Yes	Yes	(d)(1) Individual access to records.
Yes	Yes	(2) Amending records.
Yes	Yes	(3) Review of the Component's refusal to amend a record.
Yes	Yes	(4) Disclosure of disputed information.
Yes	Yes	(5) Access to information compiled in anticipation of civil action.
Yes	Yes	(e)(1) Restrictions on collecting information.
Yes	No	(e)(2) Collecting directly from the individual.
Yes	No	(3) Informing individuals from whom information is requested.
No	No	(e)(4)(A) Describing the name and location of the system.
No	No	(B) Discribing categories of individuals.
No	No	(C) Describing categories of records.
No	No	(D) Describing routine uses.
No	No	(E) Describing records management policies and practices.
No	No	(F) Identifying responsible officials.
Yes	Yes	(e)(4)(G) Procedures for determining if a system contains a record on an individual.
Yes	Yes	(H) Procedures for gaining access.
Yes	Yes	(I) Describing categories of information sources.
Yes	No	(e)(5) Standards of accuracy.
No	No	(e)(6) Validating records before disclosure.
No	No	(e)(7) Records of First Amendment activities.
No	No	(e)(8) Notification of disclosure under compulsory legal process.
No	No	(e)(9) Rules of conduct.
No	No	(e)(10) Administrative, technical and physical safeguards.
No	No	(11) Notice for new and revised routine uses.
Yes	Yes	(f)(1) Rules for determining if an individual is subject of a record.
Yes	Yes	(f)(2) Rules for handling access requests.
Yes	Yes	(f)(3) Rules for granting access.
Yes	Yes	(f)(4) Rules for amending records.
Yes	Yes	(f)(5) Rules regarding fees.
Yes	No	(g)(1) Basis for civil action.
Yes	No	(g)(2) Basis for judicial review and remedies for refusal to amend.
Yes	No	(g)(3) Basis for judicial review and remedies for denial of access.
Yes	No	(g)(4) Basis for judicial review and remedies for other failure to comply.
Yes	No	(g)(5) Jurisdiction and time limits.
Yes	No	(h) Rights of legal guardians.
No	No	(i)(1) Criminal penalties for unauthorized disclosure.
No	No	(2) Criminal penalties for failure to publish.
No	No	(3) Criminal penalties for obtaining records under false pretenses.
Yes	No	(j) Rulemaking requirement.
N/A	No	(j)(1) General exemption for the Central Intelligence Agency.
N/A	No	(j)(2) General exemption for criminal law enforcement records.
Yes	N/A	(k)(1) Exemption for classified material.
N/A	N/A	(k)(2) Exemption for law enforcement material.
Yes	N/A	(k)(3) Exemption for records pertaining to Presidential protection.

Exemption		Section of the Privacy Act
(j)(2)	(k)(1-7)	
Yes	N/A	(k)(4) Exemption for statistical records.
Yes	N/A	(k)(5) Exemption for investigatory material compiled for determining suitability for employment or service.
Yes	N/A	(k)(6) Exemption for testing or examination material.
Yes	N/A	(k)(7) Exemption for promotion evaluation materials used by the Armed Forces.
Yes	No	(l)(1) Records stored in GSA records centers.
Yes	No	(l)(2) Records archived before September 27, 1975.
Yes	No	(l)(3) Records archived on or after September 27, 1975.
Yes	No	(m) Applicability to government contractors.
Yes	No	(n) Mailing lists.
Yes	No	(o) Reports on new systems.
Yes	No	(p) Annual report.

Appendix D—Glossary of Terms

Section I

Abbreviations

AAFES

Army and Air Force Exchange Service

AARA

Access and Amendment Refusal Authority

ACSIM

Assistant Chief of Staff for Information Management

DA

Department of the Army

DOD

Department of Defense

GAO

General Accounting Office

GSA

General Services Administration

JUMPS

Joint uniform military pay system

MACOM

Major Army command

MPMIS

Military Police management information system

NARS

National Archives and Records Service

NGB

National Guard Bureau

OMB

Office of Management and Budget

OPM

Office of Personnel Management

SSN

Social Security Number

TAG

The Adjutant General

TIG

The Inspector General

TJAG

The Judge Advocate General

USACIDC

U.S. Army Criminal Investigation Command

Section II

Terms

Access

The review of a record or obtaining a copy of a record or parts thereof in a system of records.

Agency

The DOD is a single agency for the purpose of disclosing records subject to The Privacy Act of 1974. For other purposes, including access, amendment, appeals from denials of access or amendment, exempting systems of records, and record-keeping for release to non-DOD agencies, the DA is an agency.

Access and Amendment Refusal Authority

The Army Staff agency head or major Army commander designated sole authority by this regulation to deny access to, or refuse amendment of, records in his or her assigned area or functional specialization.

Confidential source

A person or organization that has furnished information to the Federal Government under an express promise that its identity would be withheld, or under an implied promise of such confidentiality if this implied promise was made before September 27, 1975.

Data subject

The individual about whom the Army is maintaining information in a system of records.

Disclosure

The furnishing of information about an individual by any means, to an organization, Government agency, or to an individual who is not the subject of the record, the subject's designated agent or legal guardian. Within the context of the Privacy Act and this regulation, this term applies only to personal information that is a part of a system of records.

Individual

A living citizen of the United States or an alien admitted for permanent residence. The Privacy Act rights of an individual may be exercised by the parent or legal guardian of a minor or an incompetent. (The Privacy Act confers no rights on deceased persons, nor may their next-of-kin exercise any rights for them.)

Maintain

Collect, use, maintain, or disseminate.

Official use

Any action by a member or employee of DOD that is prescribed or authorized by law or a regulation and is intended to perform a mission or function of the Department.

Personal information

Information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official functions or public life.

Privacy Act request

A request from an individual for information about the existence of, or for access to or amendment of, a record about him or her that is in a system of records. The request must cite or implicitly refer to the Privacy Act.

Record

Any item, collection, or grouping of information about an individual that—

a. Is kept by the Government including, but not limited to, an individual's home address, home telephone number, SSN, education, financial transactions, medical history, and criminal or employment history.

b. Contains an individual's name, identifying number, symbol, or other individual identifier such as a finger, voice print, or a photograph.

Routine use

Disclosure of a record outside DOD without the consent of the subject individual for a use that is compatible with the purpose for which the information was collected and maintained by DA. The routine use must be included in the published system notice for the system of records involved.

Statistical record

A record maintained only for statistical research or reporting purposes and not used in whole or in part in making determinations about specific individuals.

System manager

The official responsible for policies and procedures for operating and safeguarding a system or records. This official is located normally at Headquarters, DA.

System of records

A group of records under the control of DA from which information is retrieved by the individual's name or by some identifying number, symbol, or other identifying particular assigned to the individual. System notices for all systems of records must be published in the **Federal Register**. (A grouping or files series of records arranged chronologically or subjectively that is not retrieved by individual identifier is not a system of records, even though individual information could be retrieved by such an identifier, such as through a paper-by-paper search.)

PART 701—AVAILABILITY OF DEPARTMENT OF THE NAVY RECORDS AND PUBLICATION OF DEPARTMENT OF THE NAVY DOCUMENTS AFFECTING THE PUBLIC

Subpart F—Personal Privacy and Rights of Individuals Regarding Their Personal Records

Sec.
701.100 Purpose.
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Subpart F—Personal Privacy and Rights of Individuals Regarding Their Personal Records

Authority: 5 U.S.C 552a. 32 CFR Part 286a.

Source: 52 FR 11052, Apr. 7, 1987, unless otherwise noted.

§ 701.100 Purpose.

32 CFR Part 701, Subparts F and G delineate revised policies, conditions, and procedures that govern collecting personal information, and safeguarding, maintaining, using, accessing, amending, and disseminating personal information kept by the Department of the Navy in systems of records. They implement 5 U.S.C. 552a (the Privacy Act of 1974), and the Department of Defense Directive 5400.11 series, Personal Privacy and Rights of Individuals Regarding Their Personal Records (DOD Dir. 5400.11) (32 CFR Part 286a), and prescribe:

(a) Procedures whereby individuals can be notified if any system of records contain a record pertaining to them.

(b) Requirements for verifying the identity of individuals who request their records before the records are made available to them.

(c) Procedures for granting access to individuals upon request for their records.

(d) Procedures for reviewing a request from individuals to amend their records, for making determinations on requests, and for appealing adverse determinations.

(e) Procedures for notifying the public of the existence and character of each system of records.

(f) Procedures for disclosing personal information to third parties.

(g) Procedures for exempting systems of records from certain requirements of 5 U.S.C. 552a.

(h) Procedures for safeguarding personal information.

(i) Rules of conduct for the Department of the Navy personnel, who will be subject to criminal penalties for noncompliance with 5 U.S.C. 552a. *See* § 701.115.

§ 701.101 Scope and effect.

(a) *Applicability.* 32 CFR Part 701, Subparts F and G apply throughout the Department of the Navy, and to any contractor maintaining a system of records to accomplish a Department of the Navy mission. For the purposes of any criminal liabilities adjudged, any contractor and any employee of such contractor shall be considered to be an employee of the Navy Department. Additionally, all requests by individuals for records (located in a system of records) pertaining to themselves which specify either the Freedom of Information Act or the Privacy Act (but not both) shall be treated under the procedures established under the Act specified in the request. When the request specifies, that it be processed under both the Freedom of Information Act and the Privacy Act, Privacy Act procedures should be employed. The individual should be advised that, while the Department of the Navy has elected to process his/her request in accordance with Privacy Act procedures, he/she can be assured that he/she will be provided with all the information that can be released under either the Privacy Act or the Freedom of Information Act. Requests may fall, however, within the scope of other applicable directives as follows:

(1) Requests from an individual about another individual are governed by the provisions of 5 U.S.C. 552 (Freedom of Information Act) and the SECNAVINST 5720.42 series (32 CFR Part 701, Subparts A through D).

(2) Requests by the General Accounting Office for information or records pertaining to individuals, except with respect to the requirements for disclosure accountings as provided in § 701.107(c) are governed by the SECNAVINST 5740.26 series, Relations with the General Accounting Office.

(3) Official and third party requests for information from systems of records controlled by the Office of Personnel Management shall be governed by 5 CFR Part 297 and the Federal Personnel Manual.

(b) *Other directives.* In case of a conflict, 32 CFR Part 701, Subparts F and G, take precedence over any existing Navy directive that deals with the personal privacy and rights of individuals regarding their personals records, except for disclosure of personal information required by 5 U.S.C. 552 (Freedom of Information Act) and implemented by the SECNAVINST 5720.42 series (32 CFR Part 701, Subparts A through D).

§ 701.102 Policy, responsibilities and authority.

(a) *Policy.* Subject to the provisions of 32 CFR Part 701, Subparts F and G, it is the policy of the Department of the Navy to:

(1) Ensure that all its personnel at all echelons of command or authority comply fully with 5 U.S.C. 552a to protect the privacy of individuals from unwarranted invasions. Individuals covered by this protection are living citizens of the United States or aliens lawfully admitted for permanent residence. A legal guardian of an individual or parent of a minor has the same rights as the individual or minor and may act on the individual's or minor's behalf. (A member of the Armed Forces is not a minor for the purposes of 32 CFR Part 701, Subparts F and G).

(2) Collect, maintain, and use only that personal information needed to support a Navy function or program as authorized by law or Executive order, and disclose this information only as authorized by 5 U.S.C. 552a and 32 CFR Part 701, Subparts F and G. In assessing need, consideration shall be given to alternatives, such as use of information not individually identifiable or use of sampling of certain data for certain individuals, only. Additionally, consideration is to be given to the length of time information is needed, and the cost of maintaining the information compared to the risks and adverse consequences of not maintaining the information.

(3) Keep only that personal information that is timely, accurate, complete, and relevant to the purpose for which it was collected.

(4) Let individuals have access to, and obtain copies of, all or any portions of their records, subject to exemption

procedures authorized by law and 32 CFR Part 701, Subparts F and G.

(5) Let individuals request amendment of their records when discrepancies proven to be erroneous, or untimely, incomplete, or irrelevant, are noted.

(6) Let individuals request an administrative review of decisions that deny them access to, or refuse to amend their records.

(7) Ensure that adequate safeguards are enforced to prevent misuse, unauthorized disclosure, alteration, or destruction of personal information in records.

(8) Maintain no records describing how an individual exercises his/her rights guaranteed by the First Amendment (freedom of religion, speech, and press; peaceful assemblage; and petition for redress of grievances), unless they are:

(i) Expressly authorized by statute;

(ii) Authorized by the individual about whom the records is maintained;

(iii) Within the scope of an authorized law enforcement activity; or

(iv) For the maintenance of certain items of information relating to religious affiliation for members of the naval service who are chaplains. This should not be construed, however, as restricting or excluding solicitation of information which the individual is willing to have in his/her record concerning religious preference, particularly that required in emergency situations.

(9) Maintain only systems of records which have been published in the **Federal Register**.

(b) *Responsibilities.* (1) The Chief of Naval Operations (OP–09B) is responsible for administering and supervising the execution of 5 U.S.C. 552a and 32 CFR Part 701, Subparts F and G within the Department of the Navy. Additionally, the Chief of Naval Operations (OP–09B) is designated as the principal Privacy Act coordinator for the Department of the Navy.

(2) The Commandant of the Marine Corps is responsible for administering and supervising the execution of 5 U.S.C. 552a and 32 CFR Part 701, Subparts F and G within the Marine Corps.

(3) Each addressee is responsible for the execution of the requirements of 5 U.S.C. 552a within his/her organization and for implementing and administering a Privacy Act program in accordance with the provisions of 32 CFR Part 701, Subparts F and G. Each addressee shall designate an official to be Privacy Act coordinator to:

(i) Serve as the principal point of contact on all Privacy Act matters.

(ii) Provide training for activity/command personnel in the provisions of 5 U.S.C. 552a.

(iii) Issue implementing instruction.

(iv) Review internal directives, practices, and procedures, including those for forms and records, for comformity with 32 CFR Part 701, Subparts F and G, when applicable.

(v) Compile and submit input for the annual report and record systems notices.

(vi) Maintain liaison with records management officials as appropriate (e.g., maintenance and disposal procedures and standards, forms, and reports).

(4) The systems managers are responsible for (with regard to systems of records under their cognizance):

(i) Ensuring that all personnel who in any way have access to the system or who are engaged in the development of procedures or handling records be informed of the requirements of 5 U.S.C. 552a and any unique safeguarding or maintenance procedures peculiar to that system.

(ii) Determining the content of and setting rules for operating the system.

(iii) Ensuring that the system has been published in the **Federal Register** and that any additions or significant changes are prepublished in the **Federal Register**.

(iv) Answering requests for information from individuals.

(v) Keeping accountability records of disclosures.

(vi) Evaluating information proposed for each system for relevance and necessity during the developmental phase of a new system or when an amendment to an existing system is proposed; in addition, annually comparing the system with the records system notice published in the **Federal Register** and considering:

(A) Relationship of each item of information to the statutory or regulatory purpose for which the system is maintained.

(B) Specific adverse consequences of not collecting each category of information.

(C) Possibility of meeting the information requirement through use of information not individually identifiable or through sampling techniques.

(D) Length of time the information is needed.

(E) Cost of maintaining the data compared to the risk or adverse consequences of not maintaining it.

(F) Necessity and relevance of the information to the mission of the command.

(vii) Keeping the Privacy Act coordinator informed of non-routine Privacy Act requests.

(5) Each employee of the Department of the Navy has certain responsibilities for safeguarding the rights of others. Employees shall:

(i) Not disclose any information contained in a system of records by any means of communication to any person, or agency, except as authorized in 32 CFR Part 701, Subparts F and G.

(ii) Not maintain unpublished official files which would fall under the provisions of 5 U.S.C. 552a.

(iii) Safeguard the privacy of individuals and the confidentiality of personal information contained in a system of records.

(iv) Familiarize themselves with the Rules of Conduct. *See* § 701.115.

(c) *Denial authority.* Only the following chief officials, their respective vice commanders, deputies, and those principal assistants specifically designated by the chief official are authorized to deny requests for notification, access, and amendment made under 32 CFR Part 701, Subparts F and G, when the records relate to matters within their respective areas of command, technical, or administrative responsibility, as appropriate.

(1) *For the Navy Department.* The Civilian Executive Assistants; the Chief of Naval Operations; the Commandant of the Marine Corps; the Chief of Naval Personnel; the Commanders of Naval Systems Commands; the Commanders of the Naval Intelligence Command, Naval Security Group Command, and Naval Telecommunications Command; the Commander, Naval Medical Command; the Auditor General of the Navy; the Naval Inspector General; the Assistant Deputy Chief of Naval Operations (Civilian Personnel/Equal Employment Opportunity); the Chief of Naval Education and Training; the Chief of Naval Reserve; the Chief of Naval Research; the Commander, Naval Oceanography Command; the Director, Naval Civilian Personnel Command; the heads of Department of the Navy Staff Offices, Boards, and Councils; the Assistant Judge Advocate General (Civil Law); and the Assistant Judge Advocate General (Military Law).

(2) *For the Shore Establishment.* (i) All officers authorized pursuant to 10 U.S.C. 822, or designated as empowered in Section 0103d, JAGINST 5800.7 series, *Manual of the Judge Advocate General*, to convene general courts martial.

(ii) The Director, Naval Security and Investigative Command and the Assistant Commander (Management and Operations), Naval Legal Service Command.

(3) *In the Operating Forces.* (i) All officers authorized pursuant to 10 U.S.C.

822, or designated as empowered in Section 0103d, JAGINST 5800.7 series, *Manual of the Judge Advocate General*, to convene general courts martial.

(d) *Review authority.* (1) The Assistant Secretary of the Navy (Manpower and Reserve Affairs), as the Secretary's designee, shall act upon requests for administrative review of initial denials of requests for amendment of records related to fitness reports and performance evaluations of military personnel.

(2) The Judge Advocate General and the General Counsel, as the Secretary's designees, shall act upon requests for notification, access, or amendment of records, as set forth in § 701.104 (b), (c), and (d), other than as indicated in paragraph (d)(1) of this section, and other than initial denials of requests for notification, access, or amendment of records from civilian Official Personnel Folders or records contained on any other Office of Personnel Management (OPM) forms, which will be reviewed by OPM.

(e) The authority of the Secretary of the Navy, as the head of an agency, to request records subject to the 5 U.S.C. 552a from an agency external to the Department of Defense for civil or criminal law enforcement purposes, pursuant to subsection (b)(7) of 5 U.S.C. 552a, is delegated to the Commandant of the Marine Corps, the Director of Naval Intelligence, the Judge Advocate General, and the General Counsel.

§ 701.103 Definitions.

For the purposes of 32 CFR Part 701, Subparts F and G, the following meanings apply:

(a) *Access.* Reviewing or obtaining copies by individuals of records that pertain to themselves, or by agents designated by the individuals, or by individual's legal guardians, that are a part of a system of records.

(b) *Agency.* For purposes of disclosing records, the Department of Defense is an "agency". For all other purposes, to include applications for access and amendment, denial of access and amendment, appeals from denials, and recordkeeping about release to non-DOD agencies, each DOD component is considered a separate "agency".

(c) *Confidential source.* Any individual or organization that has given information to the Federal government under: (1) An express promise that the identity of the source would be withheld, or (2) an implied promise to withhold the identity of the source made before September 27, 1975.

(d) *Disclosure.* The conveyance of information about an individual, by any means of communication, to an organization or to an individual who is not the subject of the record. In the context of the 5 U.S.C. 552a and 32 CFR Part 701, Subparts F and G, this term only applies to personal information that is part of a system of records.

(e) *Individual.* A living citizen of the United States, or an alien lawfully admitted for permanent residence; or a member of the United States naval service, including a minor. Additionally, the legal guardian of an individual or a parent of a minor has the same rights as the individual, and may act on behalf of the individual concerned under 32 CFR Part 701, Subparts F and G. Members of the naval service, once properly accepted, are not minors for purposes of 32 CFR Part 701, Subparts F and G. The use of the term "individual" does not, however, vest rights in the representatives of decedents to act on behalf of the decedent under 32 CFR Part 701, Subparts F and G (except as specified in § 701.105(b), nor does the term embrace individuals acting in an entrepreneurial capacity (e.g., sole proprietorships and partnerships).

(f) *Maintain.* When used in the context of records on individuals, includes collect, file or store, preserve, retrieve, update or change, use, or disseminate.

(g) *Official use.* Within the context of 32 CFR Part 701, Subparts F and G, this term encompasses those instances in which officials and employees of the Department of the Navy have a demonstrated need for use of any record to complete a mission or function of the Department, or which is prescribed or authorized by a directive.

(h) *Personal information.* Information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official function or public life.

(i) *Privacy Act request.* A request from an individual for information about himself/herself concerning the existence of, access to, or amendment of records that are located in a system of records. (The request must cite or reasonably imply that it is pursuant to 5 U.S.C. 552a).

(j) *Record.* Any item, collection, or grouping of information about an individual that is maintained by or for the Department of the Navy or by an element of the Navy Department, operating forces, or shore establishment, including, but not limited to, the individual's education, financial transactions, medical history, and criminal or employment history, and that contains his/her name, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(k) *Risk assessment.* An analysis which considers information sensitivity, vulnerability, and cost to a computer facility or word processing center in safeguarding personal information processed or stored in the facility or center.

(l) *Routine use.* The disclosure of a record outside the Department of Defense for a use that is compatible with the purpose for which the records were collected and maintained by the Department of Defense. The routine use must be included in the published system notice for the system of records involved.

(m) *Statistical record.* A record maintained for statistical research or reporting purposes only, which may not be used in whole or in part in making any determination about an identifiable individual.

(n) *System of records.* A group of records from which information "is", as opposed to "can be", retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. The capability to retrieve information by personal identifiers alone does not subject a system of records to 5 U.S.C. 552a and 32 CFR Part 701, Subparts F and G.

(o) *System manager.* That official who has overall responsibility for records within a particular system. He/she may serve at any level in the Department of the Navy. Systems managers are indicated in the published record systems notices. If more than one official is indicated as a system manager, initial responsibility resides with the manager at the appropriate level (e.g., for local records, at the local activity).

(p) *Working day.* All days excluding Saturday, Sunday, and legal holidays.

§ 701.104 Notification, access, and amendment procedures.

(a) *General*—(1) *Summary of requirements.* (i) Notification procedures are provided under subsection (e)(4) of 5 U.S.C. 552a to enable an individual to ascertain from the appropriate system manager whether or not a particular system of records contains information pertaining to him/her. If the system does contain such a record, the individual may request access to the record, pursuant to subsection (d)(1) of 5 U.S.C. 552a, to ascertain the contents. Amendment procedures are provided under subsections (d) (2) and (3) of 5 U.S.C. 552a, to enable the individual to seek correction or deletion of information about himself/herself in the record which he/she considers to be erroneous. If a request for amendment is denied after a final determination, the individual may file a "statement of dispute," to be noted in the pertinent records and to be shown in connection with disclosures of such records. Individuals have a statutory right to obtain administrative review of denials of requests for amendment, and by 32 CFR Part 701, Subparts F and G, are accorded the right to obtain similar review of denials of requests for notification and access.

(ii) The provisions of this section apply to requests by individuals, or their authorized representatives, for records pertaining to themselves that are contained in systems of records. 32 CFR Part 701, Subparts F and G does not, however, require that an individual be given notification or access to a record that is not retrieved by name or other individual identifier. Requests for amendment of records contained in a system of records will normally be processed in accordance with 32 CFR Part 701, Subparts F and G, unless: (A) they are routine requests for administrative corrections not specifying that they are made under 32 CFR Part 701, Subparts F and G or 5 U.S.C. 552a, or (B) they are requests addressed to the Board for Correction of Naval Records, which is governed by other authority.

(2) *System rules.* Systems managers are responsible for ensuring that, for each system of records maintained, a records system notice is published in the **Federal Register,** stating the procedures by which an individual may be notified whether the system contains records pertaining to him/her. Additionally, systems managers are responsible for establishing, and making available to individuals upon request, rules applicable to requests for access or amendment of records within each system. Such rules must conform to the requirements of 32 CFR Part 701, Subparts F and G, and to matters indicated in §§ 701.113 and 701.114. In addition, they should contain the following:

(i) A statement of custodial officials other than the system manager, if any, authorized to grant requests for notification or access;

(ii) The minimum formal requirements for requests, including applicable requirements for requests to be reduced to writing; and, in the case of a request to provide the requester's records directly to an authorized representative who is other than the parent of a minor, or other legal guardian—an authorization signed within the past 45 days specifying the records to be released and the recipient of the records (notarized authorizations may be required if the sensitivity of the information in the records warrants);

(iii) The information which should be provided by the individual to assist in identifying relevant systems of records and the individual identifiers (e.g., full name, social security number, etc.) needed to locate records in the particular system; and,

(iv) The requirements for verifying the requester's identity, to which the following policies apply:

(A) Prior to being given notification or access to personal information, an individual is required to provide reasonable verification of his/her identity. No verification of identity, however, shall be required of an individual seeking notification or access to records which are otherwise available to any member of the public under 32 CFR Part 701, Subparts A through D.

(B) In the case of an individual who seeks notification, access, or amendment in person, verification of identity will normally be made from those documents that an individual is likely to have readily available, such as an employee or military identification card, driver's license, or medical card.

(C) When notification, access, or amendment is requested by mail, verification of identity may be obtained by requiring the individual to provide certain minimum identifying data, such as date of birth and some item of information in the record that only the concerned individual would likely know. If the sensitivity of the information in the record warrants, a signed and notarized statement of identity may be required.

(D) When a record has already been identified, an individual shall not be denied notification or access solely for refusing to disclose his/her social security number.

(3) *Responsibilities for action on initial requests.* (i) Subject to the provisions of this section and the applicable system manager's rules, requests for notification and access may be granted by officials having custody of the records, even if they are not systems managers or denial authorities. Requests for amendment may be granted by the cognizant system manager. Denials of initial requests for notification, access, or amendment of records under 32 CFR Part 701, Subparts F and G, however, may be made only by those officials designated as denial authorities under § 701.102(c).

(ii) *Investigative/non-investigative records.* (A) Copies of investigative records that are compiled by an investigative organization, but are in the temporary custody of another organization, which is holding the record for disciplinary, administrative, judicial, investigative, or other purposes, are the records of the originating investigative organization. Upon completion of the official action, the investigative reports are required to be destroyed or returned, in accordance with the instructions of the originating investigative activity. Individuals seeking notification or access, or making other requests under 32 CFR Part 701, Subparts F and G, concerning such records, shall be directed to the originating investigative organization. For example, a request for notification or access to a Naval Investigative Service report in the temporary custody of another activity should be forwarded directly to the Commander, Naval Security and Investigative Command.

(B) Copies of non-investigative records (including medical and/or personnel) located in the files of another agency must be referred for release determination. The originating agency may either authorize the records' release by the agency that located them or request that they be referred for processing. The individual requesting his/her records will be notified of records referred for processing.

(4) *Blanket requests not honored.* Requests seeking notification and/or access concerning all systems of records within the Department of the Navy, or a component thereof, shall not be honored. Individuals making such requests shall be notified that: (i) Requests for notification and/or access must be directed to the appropriate system manager for the particular record system, as indicated in the current **Federal Register** systems notices (a citation should be provided), and (ii) requests must either designate the particular system of records to be searched, or provide sufficient information for the system manager to ascertain the appropriate system. Individuals should also be provided with any other information needed for obtaining consideration of their requests.

(5) *Criteria for determinations.* (i) As further explained in Sec. 701.108, portions of designated records systems (indicated in subpart G of this part) are exempt, in certain circumstances, from the requirement to provide notification, access, and/or amendment. Only denial authorities (and the designated review authority) may exercise an exemption and deny a request, and then only in cases where there is specifically

determined to be a significant and legitimate governmental purpose served by denying the request. A request for notification may be denied only when an applicable exemption has been exercised by a denial or review authority. A request for access may be denied by a denial or review authority, in whole or part, on the basis of the exercise of an applicable exemption or for the reasons set forth in paragraph (a)(5) (ii) or (iii) of this section.

(ii) Where a record has been compiled in reasonable anticipation of a civil action or proceeding, a denial authority (or the designated review authority) may deny an individual's request for access to that record pursuant to subsection (d)(5) of 5 U.S.C. 552a, provided that there is specifically determined to be a significant and legitimate governmental purpose to be served by denying the request. Consultation with the Office of the Judge Advocate General, Office of General Counsel, or other originator, as appropriate, is required prior to granting or denying access to attorney-advice material. This includes, but is not limited to, legal opinions.

(iii) As indicated in § 701.103(e), where a record pertains to an individual who is a minor, the minor's parent or legal guardian is normally entitled to obtain notification concerning, and access to, the minor's record, pursuant to the provisions of this section. When, however, an applicable law or regulation prohibits notification to, or access by, a parent or legal guardian with respect to a particular record, or portions of a record, pertaining to a minor, the provisions of the governing law or regulation and § 701.105, shall govern disclosures of the existence or contents of such records to the minor's parent or legal guardian. (Members of the naval service, once properly accepted, are not minors for the purposes of 32 CFR Part 701, Subparts F and G.)

(iv) Subject to the provisions of this section, a medical record shall be made available to the individual to whom it pertains unless, in the judgment of a physician, access to such record could have an adverse effect upon the individual's physical or mental health. When it has been determined that granting access to medical information could have an adverse effect upon the individual to whom it pertains, the individual may be asked to name a physician to whom the information shall then be transmitted. This shall not be deemed a denial of a request for access.

(6) *Time requirements for making acknowledgements and determinations.* (i) A request for notification, access, or amendment of a record shall be acknowledged in writing within 10 working days (Saturdays, Sundays, and legal holidays excluded) of receipt by the proper office. The acknowledgement shall clearly identify the request and advise the individual when he/she may expect to be advised of action taken on the request. No separate acknowledgement of receipt is necessary if a request for notification or access can be acted upon, and the individual advised of such action, within the 10 working day period. If a request for amendment is presented in person, written acknowledgement may be provided at the time the request is presented.

(ii) Determinations and required action on initial requests for notification, access or amendment of records shall be completed, if reasonably possible, within 30 working days of receipt by the cognizant office.

(b) *Notification procedures* —(1) *Action upon receipt of request.* Subject to the provisions of this section, upon receipt of an individual's initial request for notification, the system manager or the other appropriate custodial official shall acknowledge the request as required by paragraph (a)(6)(i) of this section, and take one of the following actions:

(i) If consideration cannot be given to the request, because—

(A) The individual's identity is not satisfactorily verified;

(B) The record system is not adequately identified, or the individual has not furnished the information needed to locate a record within the system; or

(C) The request is erroneously addressed to an official having no responsibility for the record or system of records in question:

inform the individual of the correct means, or additional information needed, for obtaining consideration of his/her request for notification.

(ii) Notify the individual, in writing, whether the system of records contains a record pertaining to him/her (a notification that a system of records contains no records pertaining to the individual shall not be deemed a denial);

(iii) If it is determined that notification should be denied under an available exemption and the official is not a denial authority, forward the request to the cognizant denial authority, with a copy of the requested record, and comments and recommendations concerning disposition; or

(iv) If the official is a denial authority, take the appropriate action prescribed in paragraph (b)(2) of this section.

(2) *Action by denial authority.* (i) If the denial authority determines that no exemption is available or that an available exemption should not be exercised, he/she shall provide the requested notification, or direct the system manager or appropriate custodial official to do so.

(ii) If the denial authority determines that an exemption is applicable and that denial of the notification would serve a significant and legitimate governmental purpose (e.g., avoid interfering with an on-going law enforcement investigation), he/she shall promptly send the requesting individual an original and one copy of a letter stating that no records from the systems of records specified in the request are available to the individual under 5 U.S.C. 552a. The letter shall also inform the individual that he/she may request further administrative review of the matter within 60 calendar days from the date of the denial letter, by letter to the:

Judge Advocate General (Code 14),
Department of the Navy, 200 Stoval Street,
Alexandria, VA 22332

The individual shall be further informed that a letter requesting such review should contain the enclosed copy of the denial letter and a statement of the individual's reasons for requesting the review.

(iii) A copy of the letter denying notification shall be forwarded directly to the Chief of Naval Operations (OP–09B30) or the Commandant of the Marine Corps (Code M), as appropriate. These officials shall maintain copies of all denial letters in a form suitable for rapid retrieval, periodic statistical compilation, and management evaluation.

(3) *Action by reviewing authority.* Upon receipt of a request for review of a determination denying an individual's initial request for notification, the Judge Advocate General shall obtain a copy of the case file from the denial authority, review the matter, and make a final administrative determination. That official is designated to perform such acts as may be required by or on behalf of the Secretary of the Navy to accomplish a thorough review and to effectuate the determination. Within 30 working days of receipt of the request for review, whenever practicable, the Judge Advocate General shall inform the requesting individual, in writing, of the final determination and the action thereon. If the final determination is to grant notification, the Judge Advocate General may either provide the notification or direct the system manager to do so. If the final determination is to deny notification, the

individual shall be informed that it has been determined upon review that there are no records in the specified systems of records that are available to him/her under 5 U.S.C. 552a.

(c) *Access procedures*—(1) *Fees.* When a copy of a record is furnished to an individual in response to a request for access, he/she will normally be charged duplication fees only. When duplication costs for a Privacy Act request total less than $30, fees may be waived automatically. Normally, only one copy of any record or document will be provided.

(i) Use the following fee schedule:

Office copy (per page)	$.10
Microfiche (per fiche)	.25

(ii) Checks or money orders to defray fees/charges should be made payable to the Treasurer of the United States and deposited to the miscellaneous receipts of the Treasury account maintained at the finance office servicing the activity.

(iii) Do not charge fees for:

(A) Performing record searches.

(B) Reproducing a document for the convenience of the Navy.

(C) Reproducing a record in order to let a requester review it if it is the only means by which the record can be shown to him/her (e.g., when a copy must be made in order to delete information).

(D) Copying a record when it is the only means available for review.

(2) *Action upon receipt of request.* Subject to the provisions of this section, upon receipt of an individual's initial request for access, the system manager or other appropriate custodial official shall acknowledge the request as required by paragraph (a)(6)(i) of this section, and take one of the following actions:

(i) If consideration cannot be given to the request because—

(A) The individual's identity is not satisfactorily verified;

(B) The record system is not adequately identified or the individual has not furnished the information needed to locate a record within a system; or

(C) The request is erroneously addressed to an official not having responsibility for granting access to the record or system of record in question; inform the individual of the correct means, or additional information needed, for obtaining consideration of his/her request for access.

(ii) If it is determined that the individual should be granted access to the entire record requested, the official shall inform the individual, in writing, that access is granted, and shall either:

(A) Inform the individual that he/she may review the record at a specified place and at specified times, that he/she may be accompanied by a person of his/her own choosing to review the record (in which event he/she may be asked to furnish written authorization for the record to be discussed in the accompanying person's presence), and that he/she may further obtain a copy of the record upon agreement to pay a duplication fee; or

(B) Furnish a copy of the record, if the individual requested that a copy be sent and agreed in advance to pay duplication fees unless such fees are waived.

(iii) If it is necessary to deny the individual access to all or part of the requested record, and,

(A) The official is not a denial authority—forward the request to the cognizant denial authority, with a copy of the requested record, and comments and recommendations concerning disposition; or

(B) The official is a denial authority—take the action prescribed in paragraph (c)(3) (ii) or (iii) of this section.

(3) *Action by denial authority.* (i) If the denial authority determines that access should be granted to the entire record, he/she shall promptly make it available to the requesting individual in the manner prescribed in paragraph (c)(2)(ii) of this section, or direct the system manager to do so.

(ii) If the denial authority determines that access to the entire record should be denied under the criteria specified in paragraph (a)(5) (i), (ii), or (iii) of this section, he/she shall promptly send the requesting individual an original and one copy of a letter informing the individual of the denial of access and the reasons therefor, including citation of any applicable exemptions and a brief discussion of the significant and legitimate governmental purpose(s) served by the denial of access. The denial letter shall also inform the individual that he/she may request further administrative review of the matter within 60 calendar days from the date of the denial letter, by letter:

(A) if the record is from a civilian Official Personnel Folder or is contained on any other OPM form, to—

Director, Bureau of Manpower Information
Systems, Office of Personnel Management,
1900 E. Street, NW, Washington, DC 20415;
or

(B) If the record pertains to the employment of a present or former Navy civilian employee, such as, Navy civilian personnel records or an employee's grievance or appeal file, to—

General Counsel, Department of the Navy,
Washington, DC 20360; or

(C) If for any other record, to—

Judge Advocate General (Code 14),
Department of the Navy, 200 Stovall Street,
Alexandria, VA 22332

The individual shall be further informed that a letter requesting such review should contain the enclosed copy of the denial letter and a statement of the individual's reasons for seeking review of the initial determination.

(iii) A copy of the denial letter shall be forwarded directly to the Chief of Naval Operations (OP-09B30) or the Commandant of the Marine Corps (Code M), as provided in paragraph (b)(2)(iii) of this section.

(iv) If the denial authority determines that access to portions of the record should be denied under the criteria specified in paragraph (a)(5) (i), (ii), (iii) of this section, he/she shall promptly make an expurgated copy of the record available to the requesting individual and issue a denial letter as to the portions of the record that are required to be deleted.

(4) *Action by reviewing authority.* Upon receipt of a request for review of a determination denying an individual's initial request for access, the Judge Advocate General or the General Counsel shall obtain a copy of the case file from the denial authority, review the matter, and make a final administrative determination. He/she is designated to perform such acts as may be required by or on behalf of the Secretary of the Navy to accomplish a thorough review and to effectuate the determination.

(i) Within 30 working days of receipt of the request for review, if practicable, the Judge Advocate General or the General Counsel shall inform the requesting individual, in writing, of the final determination and the action thereon.

(ii) If such a determination has the effect of granting a request for access, in whole or in part, the Judge Advocate General or the General Counsel may either provide access in accordance with paragraphs (c)(2)(ii) (A) or (B) of this section, or direct the system manager to do so.

(iii) If the final determination has the effect of denying a request for access, in whole or part, the individual shall be informed of the reason(s) and statutory basis for the denial—including regulatory citations for any exemption exercised and an explanation of the significant and legitimate governmental purpose served by exercising the exemption—and his/her rights to seek judicial review.

(iv) If the determination is based, in whole or part, on a security classification, the individual shall be apprised of the matters set forth in § 701.9(d)(4)(ii) of this part relating to declassification review and appeal.

(d) *Amendment procedures*—(1) *Criteria for determinations on requests for amendment.* (i) As further explained in § 701.108, many of the systems of records listed in Subpart G of this part, are exempt, in part, from amendment requirements. Such exemptions, where applicable, may be exercised only by denial authorities (and by the designated review authorities upon requests for review of initial denials), and then only in cases where there is specifically determined to be a significant and legitimate governmental purpose to be served by exercising the exemption.

(ii) If an available exemption is not exercised, an individual's request for amendment of a record pertaining to himself/herself shall be granted if it is determined, on the basis of the information presented by the requester and all other reasonably available related records, that the requested amendment is warranted in order to make the record sufficiently accurate, relevant, timely, and complete as to ensure fairness in any determination which may be made about the individual on the basis of the record. If the requested amendment would involve the deletion of particular information from the record, the information shall be deleted unless it is determined that in addition to being accurate, relevant to the individual, timely, and complete—the information is relevant and necessary to accomplish a purpose or function required to be performed by the Department of the Navy pursuant to a statute or Executive order.

(iii) The foregoing is not intended to permit the alteration of evidence presented in the course of judicial or quasi-judicial proceedings. Any changes in such records should be made only through the procedures established for changing such records. These provisions are also not designed to permit collateral attack upon that which has already been the subject of a judicial or quasi-judicial action. For example, an individual would not be permitted to challenge a courts-martial conviction under 32 CFR Part 701, Subparts F and G, but the individual would be able to challenge the accuracy with which a conviction has been recorded in a record.

(iv) The procedures in paragraph (d) of this section may be applied to requests for amendment of records contained in a system of records, provided they can be identified and located.

(2) *Action upon receipt of request.* Subject to the provisions of this section, upon receipt of an individual's initial request to amend a record, the system manager (or official occupying a comparable position with respect to a record not contained in a system of records) shall acknowledge the request in the manner prescribed by paragraph (a)(6)(i) of this section, and, within 30 days, if reasonably possible, take one of the following actions:

(i) If consideration cannot be given to the request because—

(A) The individual's identity is not satisfactorily verified;

(B) The individual has not furnished the information needed to locate the record;

(C) The individual has not provided adequate information as to how or why the record should be amended; or

(D) The request is erroneously addressed to an official having no responsibility for the record or systems of records in question;

inform the individual of the correct means or additional information needed for obtaining consideration of his/her request for amendment (a request may not be rejected, nor may the individual be required to resubmit his/her request, unless this is essential for processing the request).

(ii) If the system manager determines that the individual's request to amend a record is warranted under the criteria in paragraph (d)(1) of this section, he/she shall promptly amend the record and advise the individual, in writing, of that action and its effect. (The system manager also should attempt to identify other records under his/her responsibility affected by the requested amendment, and should make other necessary amendments, accordingly.) Amendments to records should be made in accordance with existing directives and established procedures for changing records, if applicable and consistent with 32 CFR Part 701, Subpart F. The system manager shall advise previous recipients of the record from whom a disclosure accounting has been made that the record has been amended, and of the substance of the correction.

(iii) If the system manager is a denial authority, and denial of the request for amendment, in whole or part, is warranted, take the appropriate action prescribed in paragraph (d)(3) (ii) or (iii) of this section; or

(iv) If the system manager is not a denial authority, but denial of the request for amendment, in whole or part, appears to be warranted, forward the request to the cognizant denial authority with a copy of the disputed record, and comments and recommendations concerning disposition.

(3) *Action by denial authority.* (i) If the denial authority determines that amendment of the record is warranted under the criteria in paragraph (d)(1) of this section, he/she shall direct the system manager to take the action prescribed in paragraph (d)(2)(ii) of this section.

(ii) If the denial authority determines that amendment of the record is not warranted under the criteria in paragraph (d)(1) of this section, he/she shall promptly send the requesting individual an original and one copy of a letter informing him/her of the denial of the request and the reason(s) for the denial, including a citation of any exemption exercised and a brief discussion of the significant and legitimate governmental purpose(s) served by exercising the exemption. The denial letter shall inform the individual that he/she may request further administrative review of the matter, as follows:

(A) If the record is a fitness report or performance evaluation (including proficiency and conduct marks) from a military personnel file—by letter, within 60 calendar days from the date of the denial letter, to:

Assistant Secretary of the Navy (Manpower and Reserve Affairs), Department of the Navy, Washington, DC 20350; or

(B) If the record is from a civilian Official Personnel Folder or is contained in any other Office of Personnel Management form—by letter, within 60 calendar days from the date of the denial letter, to:

Director, Bureau of Manpower Information Systems, Office of Personnel Management, 1900 E Street, NW., Washington, DC 20415; or

(C) If the record pertains to the employment of a present or former Navy civilian employee, such as Navy civilian personnel records or an employee's grievance or appeal file—by letter, within 60 calendar days from the date of the denial letter, to:

General Counsel, Department of the Navy, Washington, DC 20360

(D) For any other record—by letter, within 60 calendar days from the date of the denial letter, to:

Judge Advocate General (Code 14), Department of the Navy, 200 Stovall Street, Alexandria, VA 22332

The individual shall be further informed that a letter requesting such review should contain the enclosed copy of the denial letter and a statement of the reasons for seeking review of the initial determination denying the request for amendment. A copy of the denial letter shall be forwarded to the Chief of Naval Operations or the Commandant of the Marine Corps, as provided in paragraph (b)(2)(ii) of this section.

(iii) If the denial authority determines that a request for amendment of a record should be granted in part and denied in part, he/she shall take the action prescribed in paragraph (d)(3)(ii) of this section with respect to the portion of the request which is denied.

(4) *Action by reviewing authority.* Upon receipt of a request for review for a determination denying an individual's initial request for amendment of a record, the Assistant Secretary of the Navy (Manpower and Reserve Affairs), the General Counsel, or the Judge Advocate General, as appropriate, shall obtain a copy of the case file from the denial authority, review the matter, and make a final administrative determination, either granting or denying amendment, in whole or in part. Those officials are designated to perform such acts as may be required by or on behalf of the Secretary of the Navy to accomplish a thorough review and effectuate the determination.

(i) Within 30 working days of receipt of the request for review, the designated reviewing official shall inform the requesting individual, in writing, of the final determination and the action thereon, except that the Assistant Secretary of the Navy (Manpower and Reserve Affairs) may authorize an extension of the time limit where warranted because a fair and equitable review cannot be completed within the prescribed period of time, or for other good cause. If an extension is granted, the requesting individual shall be informed, in writing, of the reason for the delay, and the approximate date on which the review will be completed and the final determination made.

(ii) If, upon completion of review, the reviewing official determines that denial of the request of amendment is warranted under the criteria in paragraph (d)(1) of this section, the individual shall be informed, in writing:

(A) Of the final denial of the request for amendment of the record, and the reason(s) therefor;

(B) Of the right to file with the appropriate system manager a concise statement of the individual's reason(s) for disagreeing with the decision of the agency, and that such statement of dispute must be received by the system manager within 60 calendar days following the date of the reviewing authority's final determination;

(C) Of other procedures for filing such statement of dispute, and that a properly filed statement of dispute will be made available to anyone to whom the record is subsequently disclosed, together with, if deemed appropriate, a brief statement summarizing the reason(s) why the Department of the Navy refused the request to amend the record;

(D) That prior recipients of the disputed record, to the extent that they can be ascertained from required disclosure accountings, will be provided a copy of the statement of dispute and, if deemed appropriate, a brief statement summarizing the reason(s) why the Department of the Navy refused the request to amend the record; and

(E) Of his/her right to seek judicial review of the reviewing authority's refusal to amend a record.

(iii) If the reviewing official determines upon review that the request for amendment of the record should be granted, he/she shall inform the requesting individual of the determination, in writing, and he/she shall direct the system manager to amend the record accordingly, and to inform previous recipients of the record for whom disclosure accountings have been made that the record has been amended and the substance of the correction.

(5) *Statements of dispute.* When an individual properly files a statement of dispute under the provisions of paragraphs (d)(4)(ii) (B) and (C) of this section, the system manager shall clearly annotate the record so that the dispute is apparent to anyone who may subsequently access, use, or disclose it. The notation itself should be integral to the record. For automated systems of records, the notation may consist of a special indicator on the entire record or on the specific part of the record in dispute. The system manager shall advise previous recipients of the record for whom accounting disclosure has been made that the record has been disputed, if the statement of dispute is germane to the information disclosed, and shall provide a copy of the individual's statement, together with, if deemed appropriate, a brief statement summarizing the reason(s) why the Department of the Navy refused the request to amend the record.

(i) The individual's statement of dispute need not be filed as an integral part of the record to which it pertains provided the record is integrally annotated as required above. It shall, however, be maintained in such a manner as to permit ready retrieval whenever the disputed portion of the record is to be disclosed. When information which is the subject of a statement of dispute is subsequently disclosed, the system manager shall note that the information is disputed, and provide a copy of the individual's statement of dispute.

(ii) The system manager may include a brief summary of the reasons for not making an amendment when disclosing disputed information. Summaries normally will be limited to the reasons stated to the individual. Although these summaries may be treated as part of the individual's record, they will not be subject to the amendment procedures of this section.

§ 701.105 Disclosure to others and disclosure accounting.

(a) *Summary of requirements.* Subsection (b) of 5 U.S.C. 552a prohibits an agency from disclosing any record contained in a system of records to any person or agency, except pursuant to the written request or consent of the individual to whom the record pertains, unless the disclosure is authorized under one or more of the 11 exceptions noted in paragraph (b) of this section. Subsection i(1) of 5 U.S.C. 552a outlines criminal penalties (as prescribed in 32 CFR 701.110) for personnel who knowingly and willfully make unauthorized disclosures of information about individuals from an agency's records. Subsection (c) of 5 U.S.C. 552a requires accurate accountings to be kept, as prescribed in paragraph (c) of this section, in connection with most disclosures of a record pertaining to an individual (including disclosures made pursuant to the individual's request or consent). This is to permit the individual to determine what agencies or persons have been provided information from the record, enable the agency to advise prior recipients of the record of any subsequent amendments or statements of dispute concerning the record, and provide an audit trail for review of the agency's compliance with 5 U.S.C. 552a.

(b) *Conditions of disclosure.* No record contained in a system of records shall be disclosed, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record falls within one of the exceptions. Where the record subject is mentally incompetent, insane, or deceased, no medical record shall be disclosed except pursuant to a written request by, or with the prior written request of, the record subject's next of kin or legal representative, unless disclosure of the record falls within one of the exceptions. Disclosure to third parties on the basis of the written consent or request of the individual is permitted, but not required, by 32 CFR Part 701, Subparts F and G.

(1) *Intra-agency.* Disclosure may be made to personnel of the Department of the Navy or other components of the Department of Defense (DOD) (including private contractor personnel who are engaged to perform services needed in connection with the operation of a system of records for a DOD component), who have a need for the record in the performance of their duties, provided this use is compatible with the purpose for which the record is maintained. This provision is based on the "need to know" concept.

(i) This may include, for example, disclosure to personnel managers, review boards, discipline officers, courts-martial personnel, medical officers, investigating officers, and representatives of the Judge Advocate General, Auditor General, Naval Inspector General, or the Naval Investigative Service, who require the information in order to discharge their official duties. Examples of personnel outside the Navy who may be included are: Personnel of the Joint Chiefs of Staff, Armed Forces Entrance and Examining Stations, Defense Investigative Service, or the other military departments, who require the information in order to discharge an official duty.

(ii) It may also include the transfer of records between Naval components and non-DOD agencies in connection with the Personnel Exchange Program (PEP) and interagency support agreements. Disclosure accountings are not required for intraagency disclosure and disclosures made in connection with interagency support agreements or the PEP. Although some disclosures authorized by paragraph (b) of this section might also meet the criteria for disclosure under other exceptions specified in paragraphs (b) (2) through (12) of this section, they should be treated under paragraph (b)(1) of this section for disclosure accounting purposes.

(2) *Freedom of Information Act.* Disclosure may be made of those records, or information obtained from records, required to be released under the provisions of 5 U.S.C. 552 and 32 CFR Subparts A through D. Disclosure accountings are not required when information is disclosed under the Freedom of Information Act. That act has the general effect of requiring the release of any record which does not fall within one of the nine exemptions specified in Subpart A, § 701.5(b)(4)(ii), including an exemption for records which, if disclosed, would result in a clearly unwarranted invasion of the personal privacy of an individual. The phrase "clearly unwarranted invasion of personal privacy" states a policy which balances the interest of individuals in protecting their personal affairs from public scrutiny against the interest of the public having available information relating to the affairs of government. The interests of the recipient or of society must be weighed against the degree of the invasion of privacy. Numerous factors must be considered such as: The nature of the information to be disclosed (i.e., Do individuals normally have an expectation of privacy in the type of information to be disclosed?); importance of the public interest served by the disclosure and probability of further disclosure which may result in an unwarranted invasion of privacy; relationship of the requester to the public interest being served; newsworthiness of the individual to whom the information pertains (e.g., high ranking officer, public figure); degree of sensitivity of the information from the standpoint of the individual or the individual's family, and its potential for being misused to the harm, embarrassment, or inconvenience of the individual or the individual's family; the passage of time since the event which is the topic of the record (e.g., to disclose that an individual has been arrested and is being held for trial by court-martial is normally permitted, while to disclose an arrest which did not result in conviction might not be permitted after the passage of time); and the degree to which the information is already in the public domain or is already known by the particular requester. Examples of information pertaining to civilian personnel, which are normally released without an unwarranted invasion of privacy are: Name, present and past grades, present and past position titles, present and past salaries, present and past duty stations, and office or duty telephone numbers. Disclosure of other personal information pertaining to civilian employees shall be made in accordance with 5 CFR Part 297, and the Federal Personnel Manual. Determinations as to disclosure of personal information regarding military personnel shall be made using the same balancing test as explained above. The following are examples of information concerning military personnel, which can normally be released without the consent of the individual upon request, as they are a matter of public record: Name, rank, date of rank, gross salary, present and past duty assignments, future assignments which are officially established, office or duty telephone numbers, source of commission, promotion sequence number, awards and decorations, attendance at professional military schools (major area of study, school, year of education, and degree), and duty status at any given time. When the information sought relates to a list of members who are attached to a unit located in foreign territory, routinely deployable, or engaged in sensitive operations, the policy set forth in paragraph (b)(2)(vi) of this section shall be applied. In instances where the duty address or phone number of a specifically named member who is attached to such a unit is sought, the concerns underlying the policy involved when releasing such information as to a list of members should be weighed along with the other considerations required in the case of all other members.

(i) Disclosure of home addresses and home telephone numbers without permission shall normally be considered a clearly unwarranted invasion of personal privacy. Accordingly, disclosure pursuant to 5 U.S.C. 552 is normally prohibited. Requests for home addresses (includes barracks and Government-provided quarters) may be referred to the last known address of the individual for reply at the person's discretion. In such cases, requesters will be notified accordingly.

(ii) Disclosure is permitted pursuant to the balancing test when circumstances of a case weigh in favor of disclosure. Disclosure of home address to individuals for the purpose of initiating court proceedings for the collection of alimony or child support, and to state and local tax authorities for the purpose of enforcing tax laws, are examples of circumstances where disclosure could be appropriate. However, care must be taken prior to release to ensure that a written record is prepared to document the reasons for the release determination.

(iii) Lists or compilations of names and home addresses, or single home addresses will not be disclosed without the consent of the individual involved, to the public including, but not limited to, individual Members of Congress, creditors, and commercial and financial institutions. Requests for home addresses may be referred to the last known address of the individual for reply at the individual's discretion and the requester will be notified accordingly. This prohibition may be waived when circumstances of a case indicate compelling and overriding interests of the individual involved.

(iv) An individual shall be given the opportunity to elect not to have his/her home address and telephone number listed in a Navy activity telephone directory. The individual shall also be excused from paying additional costs that may be involved in maintaining an unlisted number for Government-owned telephone service if the individual complies with regulations providing for such unlisted numbers. However, the exclusion of a home address and telephone number from a Navy activity telephone directory does not apply to the mandatory listing of such information on a command's recall roster.

(v) Information regarding nonjudicial punishment normally will not be released in response to Freedom of Information Act requests. However, the usual balancing of interests must be done. It is possible that in a particular case, information regarding nonjudicial punishment should be disclosed pursuant to an FOIA request, i.e., the facts leading to a nonjudicial punishment are particularly newsworthy or the case involves a senior official abusing the public trust through office-related misconduct, such as embezzlement. (Note: Announcement of nonjudicial punishment dispositions under JAGMAN, subsection 0107, is a proper exercise of command authority and not a release of information under 32 CFR Part 701, Subparts A through D or 32 CFR Part 701, Subparts F and G.)

(vi) Unclassified information about service members may be withheld when disclosure "would constitute a clearly unwarranted invasion of personal privacy" under 5 U.S.C. 552 (exemption (b)(6) applies). Disclosure of lists of names and duty addresses or duty telephone numbers of members assigned to units that are stationed in foreign territories, routinely deployable, or sensitive can constitute a clearly unwarranted invasion of personal privacy. Disclosure of such information poses a security threat to those service members because it reveals information about their degree of involvement in military actions in support of national policy, the type of naval unit to which they are attached, and their presence or absence from their households. Release of such information aids the targeting of service members and their families by terrorists or other persons opposed to implementation of national policy. Only an extraordinary public interest in disclosure of this information can outweigh the need and responsibility of the Navy to protect the tranquility and safety of service members and their families who repeatedly have been subjected to harassment, threats and physical injury. Units covered by this policy are:

(A) Those located outside the 50 states, District of Columbia, Commonwealth of Puerto Rico, Guam, U.S. Virgin Islands and American Samoa.

(B) Routinely deployable units. Those units forming the core of the operating forces, i.e., organized, equipped and specifically tasked to participate directly in strategic or tactical operations. As such, they normally deploy from home port or permanent station on a periodic or rotating basis to meet operational requirements or participate in scheduled exercises. For the Marine Corps, this includes all Fleet Marine Forces. For the Navy, this includes routinely deployable ships, aviation squadrons and operational staffs. It does not include ships undergoing yard work or whose primary mission is support or training, e.g., yard craft and auxiliary aircraft landing training ships.

(C) Units engaged in sensitive operations. Those primarily involved in the conduct of covert, clandestine or classified missions, including units primarily involved in collecting, handling, disposing or storing of classified information and materials. This also includes units engaged in training or advising foreign personnel. Examples of units covered by this exception are SEAL Teams, Security Group Commands, Weapons Stations, and Communication Stations. Exception to this policy must be coordinated with the Chief of Naval Operations (OP-09B30) or the Commandant of the Marine Corps (MPI-60) prior to responding to requesters, including all requests for this type of information from Members of Congress. See paragraph (b)(2) of this section regarding requests for duty telephone numbers or addresses of named service members with overseas, routinely deployable, or sensitive units.

(vii) Disclosure of addresses of Navy civilian employees is governed by Office of Personnel Management regulations.

(3) *Routine use.* Disclosure may be made for a "routine use" (as defined in § 701.103(k)) that is compatible with the purpose for which the record is collected and listed as a routine use in the applicable record system notice published in the **Federal Register.** Routine use encompasses the specific ways or processes in which the information is used, including the persons or organizations to whom the record may be disclosed, even if such use occurs infrequently. In addition to the routine uses established by the Department of the Navy for each system of records, common blanket routine uses, applicable to all record systems maintained within the Department of the Navy, have been established. *See* § 701.116. In the interest of simplicity and economy, these blanket routine uses are published only once at the beginning of the Department of the Navy's **Federal Register** compilation of record systems notices rather than in each system notice. Disclosure accountings are required for all disclosures made pursuant to a routine use. Disclosures from a record maintained by the Navy to officers and employees of Department of Defense who have a need for information, and disclosure from such records made pursuant to a Freedom of Information Act request, are not "routine use" disclosures, and no disclosure accountings need be made for them.

(4) *Bureau of the Census.* Disclosure may be made to the Bureau of the Census for purpose of planning or carrying out a census of survey or related activity authorized by law. Disclosure accountings are required for disclosures made to the Bureau of the Census.

(5) *Statistical research or reporting.* Disclosure may be made to a recipient who has provided adequate written assurance that the record will be used solely as a statistical research or reporting record, provided the record is transferred in a form that is not individually identifiable (i.e., the identity of the individual cannot be deduced by tabulation or other methodology). The written request must state the purpose of the request, and will be made a part of the activity's accounting for the disclosure. When activities publish gross statistics concerning a population in a system of records (e.g., statistics on employer turnover rates, military reenlistment rates, and sick leave usage rates), these are not considered disclosures of records and accountings are not required.

(6) *National Archives.* Disclosure may be made to the National Archives when the record has sufficient historical or other value to warrant continued preservation by the U.S. Government, or for evaluation by the Administrator of General Services or his/her designee to determine whether the record has such value. (Records transferred to a federal records center for storage or safekeeping do not fall under this provision. Such transfers are not considered disclosures under this Act, since the records remain under the control of the transferring

element. Therefore, disclosure accounting is not required for transfers of records to federal records centers.) Disclosure accountings are required for disclosures made to the National Archives.

(7) *Civil or criminal law enforcement activity.* Disclosure may be made to another agency or instrumentality of any government jurisdiction within or under the control of the United States, for a civil or criminal law enforcement activity, if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the activity which mantains the record, specifying the particular record desired and the law enforcement purpose for which the record is sought. The head of the agency or instrumentality may have delegated authority to request records to other officials. Requests by these designated officials shall be honored if they provide satisfactory evidence of their authorization to request records. Blanket requests for all records pertaining to an individual shall not be honored. A record may also be disclosed to a law enforcement activity, provided that such disclosure has been established as a "routine use" in the published record system notice. Disclosure to foreign law enforcement agencies is not governed by the provisions of 5 U.S.C. 552a and this section, but may be made only pursuant to established "blanket routine uses" contained in § 701.116, pursuant to an established "routine use" published in the individual record system notice, or pursuant to other governing authority. Disclosure accountings are required for disclosures to civil or criminal law enforcement agencies, and also for disclosures pursuant to a routine use, but need not be disclosed to the individual if the law enforcement agency has requested in writing that it not be.

(8) *Emergency conditions.* Disclosure may be made under emergency conditions involving compelling circumstances affecting the health and safety of a person, provided that notification of the disclosure is transmitted to the last known address of the individual to whom the record pertains. For example, an activity may disclose records when the time required to obtain the consent of the individual to whom the record pertains might result in a delay which could impair the health or safety of a person. The individual about whom the records are disclosed need not necessarily be the individual whose health or safety is in peril (e.g., release of dental charts on several individuals in order to identify a person injured in an accident). In instances where information under alleged emergency conditions is requested by telephone, an attempt will be made to verify the inquirer's and medical facility's identities and the caller's telephone number. The requested information, if then considered appropriate and of an emergency nature, may be provided by return call. Disclosure accountings are required for disclosures made under emergency conditions.

(9) *Congress and Members of Congress.* Disclosure may be made to either House of Congress, or, to the extent of matters within its jurisdiction, to any committee or subcommittee thereof, or to any joint committee of Congress or subcommittee thereof. Disclosure may not be made, however, to a Member of Congress requesting in his/her individual capacity or on behalf of a constituent, except in accordance with the following rules:

(i) Upon receipt of an oral or written request from a Member of Congress on his/her staff, inquiry should be made as to the identity of the originator of the request. If the request was prompted by a request for assistance by the individual to whom the record pertains, the requested information may be disclosed to the requesting Congressional office.

(ii) If the request was originated by a person other than the invididual to whom the record pertains, the Congressional office must be informed that the requested information cannot be disclosed without the written consent of the individual to whom the record pertains. If the Congressional office subsequently states that it has received a request for assistance from the individual or has obtained the individual's written consent for disclosure to that office, the requested information may be disclosed.

(iii) If the Congressional office requests the Department of the Navy to obtain the consent of the individual to whom the record pertains, that office should be informed that it is the policy of the Department not to interfere in the relationship of a Member of Congress and his/her constituent, and that the Department therefore does not contact an individual who is the subject of a congressional inquiry.

(iv) If the Congressional office insists on Department of the Navy cooperation, an effort should be made to contact, through his/her command, the individual to whom the records pertain and ascertain whether the individual consents to the disclosure. If neither the Congressional office nor the Department of the Navy obtains the individual's written consent, only information required to be released under 5 U.S.C. 552 and 32 CFR Part 701, Subparts A through D should be disclosed. Disclosure accountings are required for disclosures made to Congress or Members of Congress, except nonconsensual disclosures pursuant to 5 U.S.C. 552 provided for in paragraph (b)(9)(iv) of this section.

(10) *Comptroller General.* Disclosure may be made to the Comptroller General of the United States, or to any of his/her authorized representatives, in the course of the performance of the duties of the General Accounting Office. *See* § 701.101(a)(2) and the SECNAVINST 5740.26 series. Disclosure accountings are required for disclosures to the Comptroller General or General Accounting Office.

(11) *Court of competent jurisdiction.* Disclosure may be made in response to an order from a court of competent jurisdiction (signed by a state or Federal court judge), subject to the following provisions:

(i) When a record is disclosed under compulsory legal process, and the issuance of that order is made public by the court which issued it, activities shall make reasonable efforts to notify the individual to whom the record pertains of the disclosure and the nature of the information provided. This requirement may be satisfied by notifying the individual by mail at the last known address contained in the activity records. Disclosure accountings are required for disclosures made pursuant to court orders.

(ii) Upon being served with an order which is not a matter of public record, an activity shall seek to be advised as to when it will become public. An accounting for the disclosure shall be made at the time the activity complies with the order, but neither the identity of the party to whom the disclosure was made nor the purpose of the disclosure shall be made available to the concerned individual unless the court order has become a matter of public record.

(12) *Consumer reporting agencies.* Certain personal information may be disclosed to consumer reporting agencies as defined by the Federal Claims Collection Act of 1966. Under the Federal Claims Collection Act of 1966, the following information may be disclosed to a consumer reporting agency:

(i) Name, address, taxpayer identification number (SSN), and other information necessary to establish the identity of the individual.

(ii) The amount, status and history of the claim.

(iii) The agency or program under which the claim arose.

The Federal Claims Collection Act of 1966 specifically requires that the system notice for the systems of records from which the information will be disclosed indicates that the information may be disclosed to a consumer reporting agency.

(c) *Disclosure accountings*—(1) *Responsibilities.* With respect to a disclosure of a record which it maintains in a system of records, each activity is responsible for keeping an accurate accounting of the date, nature, and purpose of the disclosure, and the name and address of the person or agency to whom the disclosure is made. When disclosure is made by an activity other than the activity that is responsible for maintaining the record, the activity making the disclosure is responsible for giving written notification of the above information to the activity responsible for maintaining the record, to enable the latter activity to keep the required disclosure accounting.

(2) *Disclosure for which accountings are required.* A disclosure accounting is required for all disclosures of records maintained in a system of records, except: Intra-agency disclosures pursuant to paragraph (b)(1) of this section; Freedom of Information Act disclosures pursuant to paragraph (b) (2) of this section or paragraph (b)(9)(iv) of this section; or disclosure pursuant to paragraph (b)(12) of this section; or disclosures for statistical research or reporting purposes pursuant to paragraph (b)(5) of this section. A disclosure accounting is required for a disclosure made to another person or agency pursuant to the request or consent of the individual to whom the record pertains. There is no requirement for keeping an accounting for disclosures of disclosure accountings.

(3) *Accounting method.* Since the characteristics of various records maintained within the Department of the Navy vary widely, no uniform method for keeping disclosure accountings is prescribed. For most paper records, it may be suitable to maintain the accounting on a record-by-record basis, physically affixed to the records. The primary criteria are that the selected method be one which will:

(i) Enable an individual to ascertain what persons or agencies have received disclosures pertaining to him/her;

(ii) Provide a basis for informing recipients of subsequent amendments or statements of dispute concerning the record; and

(iii) Provide a means to prove, if necessary, that the activity has complied with the requirements of 5 U.S.C. 552a and this subpart.

(4) *Retention of accounting record.* A disclosure accounting, if one is required, shall be maintained for the life of the record to which the disclosure pertains, or for at least five years after the date of the disclosure for which the accounting is made, whichever is longer. Nothing in 5 U.S.C. 552a or 32 CFR Part 701, Subparts F and G requires retaining the disclosed record itself longer than for the period of time provided for it in the SECNAVINST 5212.5 series, but the disclosure accounting must be retained for at least five years.

(5) *Accounting to the individual.* Unless an applicable exemption has been exercised, systems managers or other appropriate custodial officials shall provide all information in the disclosure accounting to an individual requesting such information concerning his/her records, except entries pertaining to disclosures made pursuant to paragraph (b)(11)(ii) of this section and disclosures made at the written request of the head of another agency or government instrumentality for law enforcement purposes under paragraph (b)(7) of this section. Activities should maintain the accounting of the latter two types of disclosures in such a manner that the notations are readily segregable, to preclude improper release to the individual. The process of making the accounting available may also require transformation of the data in order to make it comprehensible to the individual. Requests for disclosure accountings otherwise available to the individual may not be denied unless a denial authority for the designated review authority has exercised an applicable exemption and denied the request, and then only when it has been determined that denial of the request would serve a significant and legitimate Government purpose (e.g., avoid interfering with an ongoing law enforcement investigation). Appropriate procedures prescribed in § 701.104(b), for exercising an exemption, denying a request and reviewing a denial apply also to disclosure accounting to the individual.

(d) *Accuracy requirements.* Prior to disclosing any record about an individual to any person other than to personnel of the agency, with a need to know, and other than pursuant to 5 U.S.C. 552 and 32 CFR Part 701, Subparts A through D, reasonable efforts are required to ensure that such records are accurate, complete, timely and relevant for Department of the Navy purposes. It may be appropriate to advise the recipient that the information was accurate as of a specific date, or otherwise give guidance concerning its quality.

(e) *Mailing lists.* No activity nor any member or employee of the Department of the Navy shall sell or rent individuals' names and addresses unless such action is authorized by law. This provision should not be construed to require the withholding of names and addresses otherwise permitted to be made public.

§ 701.106 Collection of personal information from individuals.

(a) *Collection directly from the individual.* Personal information shall be collected, to the greatest extent practicable, directly from the individual when the information may adversely affect an individual's rights, benefits, and privileges under Federal programs. The collection of information from third parties shall be minimized. Exceptions to this policy may be made when warranted. The following are examples, not necessarily exhaustive, of situations which may warrant exceptions:

(1) There is need to ensure the accuracy of information supplied by an individual by verifying it through a third party, e.g., verifying information for a security clearance;

(2) The nature of the information is such that it can be obtained only from a third party, such as supervisor's assessment of an employee's performance in a previous job or assignment; or

(3) Obtaining the information from the individual would present exceptional practical difficulties or would result in unreasonable cost.

(b) *Informing individuals from whom personal information is requested.* (1) Individuals who are asked to supply personal information about themselves for a system of records must be advised of:

(i) The authority (statute or Executive order) which authorizes the solicitation;

(ii) All major purposes for which the Department of the Navy uses the information (e.g., pay entitlement, retirement eligibility, or security clearance);

(ii) A brief summary of those routine uses to be made of the information as published in the **Federal Register** and distributed by current OPNAVNOTE 5211, and

(iv) Whether disclosure is mandatory or voluntary, and the possible consequences for failing to respond.

(2) This statement, which is referred to as a "Privacy Act statement," must be given regardless of the medium used in requesting the information, e.g., a blank

sheet, preprinted form with a control number, format, questionnaire, survey sheet, or interview. It may be provided on the form used to collect the information, or on a separate form or sheet, a copy of which may be retained by the individual. There is no requirement that the individual sign the statement.

(3) When the Privacy Act statement is to be attached or provided with the form, the statement will be assigned the same identifying number as the form used in collecting the information, and the suffix, "Privacy Act Statement." For example, a DD Form 398 would be identified as "DD Form 398—Privacy Act Statement . . ." For unnumbered formats, such as questionnaires and survey report forms, the Privacy Act statement will bear the report control symbol, if one applies, or the OMB number, i.e., "OMB Approval No. 21–R0268, Privacy Act Statement." The statement will be positioned in such a manner that individuals from whom the information is being collected will be informed about the act before they begin to furnish any of the information requested.

(4) For the purpose of determining whether a Privacy Act statement is required, "personal information" should be considered to be information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official functions. *See* § 701.105(b)(2). It ordinarily does not include such information as the time, place, and manner of, or reasons or authority for, an individual's execution or omission of acts directly related to the duties of his/her Federal employment or military assignment.

(5) The head of the proponent activity (i.e., the initiating or sponsoring activity) is responsible for determining whether a Privacy Act statement is required, and for ensuring that it is prepared and available as an attachment or as a part of the form, etc.

(c) *Social Security Numbers*—(1) *Requesting an individual's social security number (SSN).* Department of the Navy activities may not deny an individual any right, benefit, or privilege provided by law because the individual refuses to disclose his/her SSN, unless such disclosure is required by Federal statute or, in the case of systems of records in existence and operating before January 1, 1975, where such disclosure was required under statute or regulation adopted prior to January 1, 1975 to verify the identity of an individual. E.0. 9397 authorizes this Department to use the SSN as a system of numerical identification of individuals.

(2) *Informing an individual when requesting his/her SSN.* When an individual is requested to disclose his/her social security number, he/she must be given a statement containing information required in paragraph (b) of this section.

(3) An activity may request an individuals's SSN even though it is not required by Federal statute, or is not for a system of records in existence and operating prior to January 1, 1975. However, the separate Privacy Act statement for the SSN, along, or a merged Privacy Act statement, covering both the SSN and other items of personal information, must make clear that disclosure of the number is voluntary. If the individual refuses to disclose his/her SSN, the activity must be prepared to identify the individual by alternate means.

(4) Once a military member or civilian employee of the Department of the Navy has disclosed his/her SSN for purposes of establishing personnel, financial, or medical records upon entry into naval service or employment, the SSN becomes his/her service or employment identification number. After an individual has provided his/her SSN for the purpose of establishing a record, the notification is not required if the individual is only requested to furnish or verify the SSN for identification purposes in connection with the normal use of his/her records. However, if the SSN is to be written down and retained for any purpose by the requesting official, the individual must be provided the notification required in paragraph (b)(1) of this section.

§ 701.107 Safeguarding personal information.

(a) *Legislative requirement.* The Privacy Act requires establishment of appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records, and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is required.

(b) *Responsibilities.* At each location, and for each system of records, an official shall be designated as having responsibility for safeguarding the information therein. Specific safeguards for individual systems must be tailored to the existing circumstances, with consideration given to sensitivity of the data, need for continuity of operations, need for accuracy and reliability in operations, general security of the area, cost of safeguards, etc.

(c) *Minimum safeguards.* Ordinarily, personal information should be afforded at least the protection required for information designated as "For Official Use Only". For privacy, the guideline is to provide reasonable safeguards to prevent inadvertent or unauthorized disclosures of record content, during processing, storage, transmission, and disposal.

(d) *Automatic data processing.* The Chief of Naval Operations (Code Op-945) is responsible for determining and formulating policies and procedures, as necessary, to ensure that ADP systems containing personal information contain adequate safeguards to protect personal privacy, and are in accordance with the OPNAVINST 5239.1 series.

(e) *Disposal*—(1) *General.* Reasonable care must be taken to ensure that personal information is not subject to unauthorized disclosure during records disposal. Records which contain personal information pertaining to individuals should be disposed of in such a manner as to preclude recognition or reconstruction of information contained therein, such as by pulping, tearing, shredding, macerating or burning. Records recorded on magnetic tapes or other magnetic media may be disposed of by degaussing or erasing. If contractors are hired to haul trash containing personal information, contract provisions as specified in § 701.109(a) should be incorporated into the contract. If paper trash containing personal information is sold for recycling, legal assistance should be obtained to insert in the sale contract clauses that will make the buyer a Government contractor subject to the provisions of 5 U.S.C. 552a.

(2) *Massive computer cards and printouts.* (i) The transfer of large quantities of computer cards and printouts in bulk to a disposal activity, such as the Defense Property Disposal Office, is not a release of personal information under 32 CFR Part 701, Subparts F and G. The volume of such data when turned over in bulk transfers make it difficult, if not impossible, to identify a specific individual record. Therefore, there are no special procedures required when disposing of large numbers of punch cards, computer printouts or other large detailed listings and normal document disposal procedures may be followed.

(ii) If the systems manager believes that the data to be transferred in bulk for disposal is in a form where it is individually recognizable or is not of a sufficient quantity to preclude compromise, the records should be disposed of in accordance with this section.

§ 701.108 Exemptions.

(a) *Summary.* Subsections (j) and (k) of 5 U.S.C. 552a authorize the Secretary of the Navy to adopt rules designating eligible systems of records as exempt from certain requirements of 5 U.S.C. 552a. In accordance with 32 CFR Part 701, subpart E, publication of a general notice of a proposed rule concerning exemptions for systems of records is required to appear in the **Federal Register** at least 30 days prior to the effective date, in order to afford interested persons an opportunity to comment. 32 CFR Part 701, Subpart G indicates the systems designated as exempted, the type of exemption claimed, the authority and reasons for invoking the exemption, and the provisions of 5 U.S.C. 552a from which each system has been exempted. The two categories of exemptions are general and specific. No system of records, however, is automatically exempt from all provisions of 5 U.S.C. 552a.

(b) *General exemption.* To be eligible for a general exemption under the authority of subsection (j)(2), 5 U.S.C. 552a, the system of records must be maintained by an activity whose principal function involves the enforcement of criminal laws and must consist of:

(1) Data, compiled to identify individual criminals and alleged criminals which consists only of identifying data and arrest records and type and disposition of charges; sentencing, confinement, and release records; and parole and probation status;

(2) Data that supports criminal investigations (including efforts to prevent, reduce, or control crime) and reports of informants and investigators that identify an individual; or

(3) Reports on a person, compiled at any state of the process of law enforcement, from arrest or indictment through release from supervision.

(c) *Specific exemptions.* To be eligible for a specific exemption under the authority of subsection (k) of 5 U.S.C. 552a, the pertinent records within a designated system must contain one or more of the following:

(1) Information specifically authorized to be classified. Before denying a person access to classified information, the denial authority must make sure that it is properly classified under the criteria of E.O. 12356, and that it must remain so in the interest of national defense or foreign policy ((k)(1) exemption).

(2) Investigative records compiled for law enforcement purposes (other than that claimed under the general exemption). If this information has been used to deny someone a right, however, the Department of the Navy must release it unless doing so would reveal the identity of a confidential source ((k)(2) exemption).

(3) Records maintained in connection with providing protective services to the President of the United States or other individuals protected pursuant to 18 U.S.C. 3056 ((k)(3) exemption).

(4) Records used only for statistical, research, or other evaluation purposes, and which are not used to make decisions on the rights, benefits, or privileges of individuals, except as permitted by 13 U.S.C. 8 (Use of census data) ((k)(4) exemption).

(5) Data compiled to determine suitability, eligibility, or qualifications for Federal service, Federal contracts, or access to classified information. This information may be withheld only if disclosure would reveal the identity of a confidential source ((k)(5) exemption).

(6) Test or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process ((k)(6) exemption).

(7) Information to determine promotion potential in the Armed Forces. This information may be withheld only to the extent that disclosure would reveal the identity of a confidential source ((k)(7) exemption).

(d) *Limitations on denying notification, access, and/or amendment on the basis of an exemption.*—(1) *Classified information.* Prior to denying a request for notification, access or amendment concerning a classified record on the basis of a subsection (k)(1) exemption, denial authorities having classification jurisdiction over the classified matters in the record shall review the record to determine if the classification is proper under the criteria of the OPNAVINST 5510.1 series. If the denial authority does not have classification jurisdiction, immediate coordination shall be effected with the official having classification jurisdiction, in order to obtain a review of the propriety of the classification. If it is determined upon review that the classification is proper, consideration shall also be given to the appropriateness of permitting the requester to view the record in classified form, provided that he/she has or can be given the requisite security clearance.

(2) *Law enforcement records.* Requests for notification or access shall not be denied on the basis of a subsection (k)(2) exemption if the requested record has been used as a basis for denying the individual a right, benefit, or privilege to which he/she would be entitled in the absence of the record, except that access may be limited to the extent necessary to protect the identity of a confidential source, as defined in paragraph (e) of this section. Additionally, neither a subsection (j)(2) nor a subsection (k)(2) exemption shall be the basis for a denial of a request for notification or access concerning a record, or a portion thereof, unless granting the request is in accordance with the exemptions specified in 5 U.S.C. 552a, and would:

(i) Interfere with enforcement proceedings;

(ii) Deprive a person of a right to a fair trial or an impartial adjudication;

(iii) Constitute an unwarranted invasion of personal privacy;

(iv) Disclose the identity of a confidential source or disclose confidential information furnished only by a confidential source in the course of a criminal investigation or in the course of a lawful national security intelligence investigation;

(v) Disclose investigative techniques and procedures not already in the public domain and requiring protection from public disclosure to ensure their effectiveness;

(vi) Endanger the life or physical safety of law enforcement personnel; or

(vii) Otherwise be deemed not releasable under 5 U.S.C. 552 and 32 CFR Part 701, Subparts A through D.

(e) *Confidential sources.* For the purposes of subsection (k) exemptions, a "confidential source" is a person who has furnished information to the Federal government under:

(1) An express promise that his/her identity would be held in confidence, or

(2) An implied promise made prior to September 27, 1975, that his/her identity would be held in confidence.

(f) *Promises of confidentiality.* Express promise of confidentiality shall be granted on a selective basis, and only when such promises are needed and are in the interest of the service. Officials exercising denial authority shall establish appropriate procedures and standards governing the granting of confidentiality for records systems under their cognizance.

§ 701.109 Contractors.

(a) *Contracts to maintain records.* Any unit, activity, or official letting a contract that involves the maintenance of a system of records to accomplish a Department of the Navy purpose shall include in that contract such terms as are necessary to incorporate the relevant provisions of 5 U.S.C. 552a in accordance with the Federal Acquisition Regulation Part 24.1, "Protection of Individual Privacy," April 1, 1984.

(b) *Contracting officers.* Contracting officers shall review all requirements for service contracts to determine if the requirements may result in the design, development, or operation of a system of records on individuals. If it is determined that such is involved, the solicitation to meet the requirement shall contain notice similar to the following:

Warning

> This procurement action requires the contractor to do one or more of the following: Operate, use or maintain a system of records on individuals to accomplish an agency function. The Privacy Act of 1974 (Pub. L 93–597; 5 U.S.C. 552a) imposes requirements on how these records are collected, maintained, used, and disclosed. Violations of the Privacy Act may result in termination of any contract resulting from this solicitation as well as imposition of criminal or civil penalties.

§ 701.110 Judicial sanctions.

(a) Subsection (i)(1) of 5 U.S.C. 552a prescribes criminal penalties for violation of its provisions. Any member or employee of the Department of the Navy may be found guilty of a misdemeanor and fined not more than $5,000 for willfully:

(1) Maintaining a system of records without first meeting the public notice requirements.

(2) Disclosing information protected under the Privacy Act to any unauthorized person/agency.

(3) Obtaining or disclosing information about an individual under false pretenses.

§ 701.111 Government contractors.

(a) *Applicability to government contractors.* (1) When a naval activity contracts for the operation or maintenance of a system of records or a portion of a system of records by a contractor, the record system or the portion of the record system affected are considered to be maintained by the naval activity and are subject to 32 CFR Part 701, Subparts F and G. The naval activity is responsible for applying the requirements of 32 CFR Part 701, Subparts F and G to the contractor. The contractor and its employees are to be considered employees of the Navy for purposes of the sanction provisions of the Privacy Act during the performance of the contract. Consistent with the Federal Acquisition Regulation Part 24.1, Protection of Individual Privacy, contracts requiring the maintenance of a system of records or the portion of a system of records shall identify specifically the record system and the work to be performed and shall include in the solicitation and resulting contract such terms as are prescribed by the Federal Acquisistion Regulation Part 24.1.

(2) If the contractor must use or have access to individually identifiable information subject to 32 CFR Part 701, Subparts F and G to perform any part of a contract, and the information would have been collected and maintained by the Naval activity but for the award of the contract, these contractor activities are subject to 32 CFR Part 701, Subparts F and G.

(3) The restriction in § 701.111(a) (1) and (2) do not apply to records:

(i) Established and maintained to assist in making internal contractor management decisions, such as records maintained by the contractor for use in managing the contract.

(ii) Maintained as internal contractor employee records even when used in conjunction with providing goods and services to the Department of Defense; or

(iii) Maintained as training records by an educational organization contracted by the Department of the Navy to provide training when the records of the contract students are similar to and comingled with training records of other students (e.g., admissions forms, transcripts, academic counselling and similar records).

(iv) Maintained by a consumer reporting agency to which records have been disclosed under contract in accordance with the Federal Claims Collection Act of 1966.

(b) *Disclosure of records to contractors.* The disclosure of records required by the contractor for the operation, use or maintenance of a system of records in the performance of a government contract shall not require the consent of the individual to whom the record pertains or the maintenance of a disclosure accounting record since systems of records operated under contract to accomplish a Navy function, are, in effect, maintained by the Department of the Navy. Disclosure of personal information between the Department of the Navy and the contractor is considered to be the same as between those officers and employees of the Department of the Navy who have a need for the records in the performance of their duties.

§ 701.112 Matching program procedures.

The Office of Management and Budget (OMB) has issued special guidelines to be followed in programs that match the personal records in the computerized data bases of two or more federal agencies by computer. These guidelines are intended to strike a balance between the interest of the government in maintaining the integrity of federal programs and the need to protect individual privacy expectations. They do not authorize matching programs as such and each matching program must be justified individually in accordance with the OMB guidance.

§ 701.113 Rules of access to agency records.

5 U.S.C. 552a, as implemented in 32 CFR Part 701, Subparts F and G, provides for individuals to have access to agency records, pertaining to themselves, with certain limited exceptions. The following rules of access are in effect:

(a) Requests for access must be submitted in writing to *(name or organizational title of record custodian).*

(b) Individuals desiring to review records pertaining to themselves are urged to submit their requests by mail or in person, 10 days before the desired review date. Every effort will be made to expedite access when necessary, but records ordinarily cannot be made available for review on the day of the request. In the case of a request to provide records directly to an authorized representative who is other than the parent of a minor or other legal guardian, an authorization signed within the preceding 45 days, by the individual to whom the records pertain, specifying the records to be released, will be required. Notarized authorizations may be required if the sensitivity of the information in the records warrants.

(c) Information should be provided by the individual to assist in identifying relevant systems of records and individual identifiers should also be furnished (e.g., full name, social security number, etc.) to locate records in the particular system.

(d) Review of the record may be accomplished between the hours of ________ and ________ in room ________ of building ________

(e) When the individual reviews records in person, the custodian will require the presentation of identification before permitting access to the record. Acceptable forms of identification include military identification card, base or building pass, driver's license, or similar document. When the individual requests access to information by mail, verification of identity may be obtained by requiring him/her to provide certain minimum identifying data such as date of birth and any other item in the record that only the concerned individual would likely know.

(f) Individuals may be accompanied by a person of their own choosing when reviewing the record. The custodian will not, however, discuss the record in the presence of the third person without the written authorization of the individual to whom the record pertains.

(g) On request, copies of the record will be provided at a cost specified. Fees will not be assessed if the cost is less than $30.

(h) A medical record will not be released to the individual if, in the judgment of a physician, the information contained therein could have an adverse affect on the individual's physical or mental well-being. In such circumstances, the individual will be asked to provide to the record custodian the name of a personal physician along with written authorization for release of the record to that physician. The record will then be provided to the named physician.

(i) Questions concerning these Rules of Access, or, information contained in the record, should be addressed to *(title or official of organizational title)*, room __________, building __________, telephone number __________.

§ 701.114 Rules for amendment requests.

5 U.S.C. 552a, as implemented by 32 CFR Part 701, Subparts F and G, provides for individuals to request amendment of their personal records when the individuals believe the records are inaccurate, irrelevant, untimely, or incomplete. The following rules for amendment requests are in effect:

(a) Requests must be in writing and must indicate that they are being made under the Privacy Act (5 U.S.C. 552a), 32 CFR Part 701, Subparts F and G, or the SECNAVINST 5211.5 series. Requests should contain sufficient information to locate and identify the particular record which the requester is seeking to amend (e.g., full name, social security number, date of birth, etc.). A request should also contain a statement of the changes desired to be made to the record, the reasons for requesting amendment, and any available information the requester can provide in support of the request, including pertinent documents and related records.

(b) Requests for amendment must be submitted to the appropriate system manager designated in the published record system notice.

(c) A letter indicating receipt will be sent to the requester within 10 working days after the request has been received by the appropriate system manager. The letter will contain details as to when the requester may expect to be advised of action taken on the request. The requester may also be asked to provide additional verification of his/her identity. This is to protect the privacy of other individuals by ensuring that the requester is seeking to amend his/her own records and not, inadvertently or intentionally, the records of another individual.

(d) A letter indicating whether or not the request for amendment has been granted will be sent to the requester as soon as a decision has been reached by the appropriate authority. If it is determined that the requested amendment is warranted, the requester will be advised of the action taken and of the effect of that action. If it is determined that the requested amendment is not warranted, the requester will be advised of the reasons for the refusal and of the procedures and time limits within which the requester can seek further review of the refusal.

§ 701.115 Rules of conduct under the Privacy Act.

(a) *Maintaining personal records.* It is unlawful to maintain systems of records about individuals without prior announcement in the **Federal Register.** Anyone who does is subject to criminal penalties up to $5,000. Even with such notice, care shall be taken to keep only such personal information as is necessary to do what law and the President, by Executive order, require. The information is to be used only for the purposes described in the **Federal Register.**

(b) *Disclosure.* Information about an individual shall not be disclosed to any unauthorized individual. Anyone who makes an unauthorized disclosure on purpose may be fined up to $5,000. Every member or employee of the Department of the Navy who maintains records about individuals has an obligation to do his/her part in protecting personal information from unauthorized disclosure. 32 CFR Part 701, Subpart F and G describes when disclosures are authorized.

(c) *Individual access.* Every individual, with certain exceptions, has the right to look at any record the Department of the Navy keeps on him/her, to copy it, and to request to have it corrected if he/she considers it wrong. The individual attempting to exercise these right shall be given courteous and considerate assistance.

(d) *Ensuring accuracy.* The Department of the Navy has an obligation to use only accurate, timely, relevant, and complete information when making decisions about individuals. Every member, official, and employee involved in keeping records on individuals shall assist in the discharge of this obligation.

§ 701.116 Blanket routine uses.

(a) *Routine use—Law enforcement.* In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

(b) *Routine use—Disclosure when requesting information.* A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state, or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information, relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

(c) *Routine use—Disclosure of requested information.* A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

(d) *Routine use—Congressional inquiries.* Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

(e) *Routine use—Disclosure to the Department of Justice for litigation.* A record from a system of records maintained by this component may be disclosed as a routine use to any component of the Department of Justice for the purpose of representing the DOD, or any officer, employee, or member of the Department in pending or potential litigation to which the record is pertinent.

(f) *Routine use—Private relief legislation.* Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A–19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

(g) *Routine use—Disclosures required by international agreements.* A record from a system of records maintained by this component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

(h) *Routine use—Disclosure to state and local taxing authorities.* Any information normally contained in IRS Form W–2, which is maintained in a record from a system of records maintained by this Component may be disclosed to state and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.C., Sections 5516, 5517, 5520, and only to those state and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76–07.

(i) *Routine use—Disclosure to the Office of Personnel Management (OPM).* A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the OPM concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for OPM to carry out its legally authorized Government-wide personnel management functions and studies.

Subpart G—Privacy Act Exemptions

Authority: 5 U.S.C. 552a, 32 CFR Part 286a.

§ 701.117 Purpose.

32 CFR Part 701, Subparts F and G contains rules promulgated by the Secretary of the Navy, pursuant to 5 U.S.C. 552a (j) and (k), and Subpart F, § 701.108, to exempt certain systems of Department of the Navy records from specified provisions of 5 U.S.C. 552a.

§ 701.118 Exemption for classified records.

All systems of records maintained by the Department of the Navy and its components shall be exempted from the requirements of 5 U.S.C. 552a(d) pursuant to 5 U.S.C. 552a(k)(1), to the extent that the system contains any information properly classified under E.O. 12356 and that is required by that Executive order to be kept secret in the interest of national defense or foreign policy. This exemption is applicable to parts of all systems of records including those not otherwise specifically designated for exemptions herein which contain isolated items of properly classified information.

§ 701.119 Exemptions for specific Navy record systems.

(a) *Office of the Assistant Deputy Chief of Naval Operations (Civilian Personnel/Equal Employment Opportunity).*

(1) *ID—N05527–5.*

Sysname. Navy Central Clearance Group (NCCG) Records.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(4) (G) and (H), and (f).

Authority. 5 U.S.C. 552a(k) (1) and (5).

Reasons. Exempted portions of this system contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for Federal employment, or access to classified information, and that was obtained by providing an express or implied promise to the source that his/her identity would not be revealed to the subject of the record.

(2) *ID—N05520–3.*

Sysname. Civilian Personnel Security Files.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a (c)(3), (d), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), (2), and (5).

Reasons. Exempted portions of this system contain information which has been properly classified under E.O. 12356, and which is required to be kept secret in the interest of national defense or foreign policy. Exempted portions of this system also contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for Federal employment or access to classified information, and that was obtained by providing express or implied promise to the source that his/her identity would not be revealed to the subject of the record. Granting individuals access to certain information compiled for law enforcement purposes in this system of records could interfere with orderly investigations by disclosing the existence of investigations and investigative techniques, and result in the concealment, destruction, or fabrication of evidence.

(b) *Naval Military Personnel Command.*

(1) *ID—N05520–1.*

Sysname. Personnel Security Eligibility Information System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), (2), (5) and (7).

Reasons. Granting individuals access to information collected and maintained in this system of records could interfere with orderly investigations; result in the disclosure of classified material; jeopardize the safety of informants, witnesses, and their families; disclose investigative techniques; and result in the invasion of privacy of individuals only incidentally related to an investigation. Material will be screened to permit access to unclassified information that will not disclose the identity of sources who provide information to the Government under an express or implied promise of confidentiality.

(2) *ID—N01610–1.*

Sysname. Navy Personnel Evaluation System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), (2), (5), and (7).

Reasons. Granting individuals access to information collected and maintained in this system could result in disclosure of classified material, jeopardize the safety of informants and witnesses and their families, and result in the invasion of privacy of individuals only incidentally related to an investigation. Material will be screened to permit access to unclassified material and to information that will not disclose the sources who provided the information under an express or implied promise of confidentiality.

(3) *ID—N05354-1.*

Sysname. Equal Opportunity Information and Support System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), and (5).

Reasons. Granting access to information in this system of records could result in the disclosure of classified material, or reveal the identity of a source who furnished information to the Government under an express or implied promise of confidentiality. Material will be screened to permit access to unclassified material and to information that will not disclose the identity of a confidential source.

(4) *ID—N01420-1.*

Sysname. Officer Promotion System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), (5), (6), and (7).

Reasons. Granting individuals access to this system of records could result in the disclosure of classified material, or the identification of sources who provided information to the Government under an express or implied promise of confidentiality. Material will be screened to permit access to unclassified material and to information that does not disclose the identity of a confidential source.

(5) *ID—N01070-3.*

Sysname. Navy Personnel Records System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1) and (5).

Reasons. Granting individuals access to certain portions of the information collected and maintained in this system of records could result in the unauthorized disclosure of classified material. Material will be screened in order to provide access to unclassified information that does not disclose the identity of a source who provided information under an express or implied promise of confidentiality.

(6) *ID—N01640-1.*

Sysname. Individual Correctional Records.

Exemption. Portions of this system are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4) (G) through (I), (e)(5), (e)(8), (f), and (g).

Authority. 5 U.S.C. 552a(j)(2).

Reasons. Granting individuals access to portions of these records pertaining to or consisting of, but not limited to, disciplinary reports, criminal investigations, and related statements of witnesses, and such other related matter in conjunction with the enforcement of criminal laws, could interfere with orderly investigations, with the orderly administration of justice, and possibly enable suspects to avoid detection or apprehension. Disclosure of this information could result in the concealment, destruction, or fabrication of evidence, and jeopardize the safety and well-being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by these components and could result in the invasion of the privacy of individuals only incidentally related to an investigation. The exemption of the individual's right of access to portions of these records, and the reasons therefor, necessitate the exemption of this system of records from the requirement of the other cited provisions.

ID-N01754-3.

*System name.*Navy Child Development Services Program.

Exemptions. Portions of this system of records are exempt from the following subsections of Title 5 U.S.C. 552a(c)(3) and (d).

*Authority.*5 U.S.C. 552a(k)(2).

Reasons. Exemptions is needed in order to encourage persons having knowledge of abusive or neglected acts toward children to report such information,and to protect such sources from embarrassment or recriminations, as well as to protect their right to privacy. It is essential that the identities of all individuals who furnish information under an express promise of confidentiality be protected. Additionally, granting individuals access to information relating to criminal and civil law enforcement, as well as the release of certain disclosure accountings, could interfere with ongoing investigations land the orderly administration of justice, in that it could result in the concealment, alteration, destruction, or fabrication of information; could hamper the identification of offenders and the disposition of charges; and could jeopardize the safety and well being of parents and their children.

(c) *Navy Recruiting Command.*

(1) *ID—N01131-1.*

Sysname. Officer Selection and Appointment System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a (k)(1), (5), (6), and (7).

Reasons. Granting individuals access to portions of this system of records could result in the disclosure of classified material, or the identification of sources who provided information to the Government under an express or implied promise of confidentiality. Material will be screened to permit access to unclassified material and to information that does not disclose the identity of a confidential source.

(2) *ID—N01133-2.*

Sysname. Recruiting Enlisted Selection System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), (5), (6), and (7).

Reasons. Granting individuals access to portions of this system of records could result in the disclosure of classified material, or the identification of sources who provided information to the Government under an express or implied promise of confidentiality. Material will be screened to permit access to unclassified material and to information that does not disclose the identity of a confidential source.

(d) *Naval Security Group Command.*

(1) *ID—N05527-4.*

Sysname. Naval Security Group Personnel Security/Access Files.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1) through (5).

Reasons. Exempted portions of this system contain information that has been properly classified under E.O. 12356, and that is required to be kept secret in the interest of national defense or foreign policy. Exempted portions of this system also contain information considered relevant and necessary to make a determination as to qualification, eligibility or suitability for access to classified special intelligence information, and that was obtained by providing an express or implied promise to the source that his/her identity would not be revealed to the subject of the record.

(e) *Naval Investigative Service.*

(1) *ID—N05520-4.*

Sysname. NIS Investigative Files System.

Exemption (1). Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e) (2), and (3), (e)(4) (G) through (I), (e)(5), (e)(8), (f) and (g).

Authority (1). 5 U.S.C. 552a(j)(2).

Reasons (1). Granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with orderly investigations, with the orderly administration of justice, and possibly enable suspects to avoid detection or apprehension. Disclosure of this information could result in the concealment, destruction, or fabrication of evidence and jeopardize the safety and well being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by this Component and could result in the invasion of the privacy of individuals only incidentally related to an investigation. The exemption of the individual's right of access to his/her records, and the reasons therefore, necessitate the exemption of this system of records from the requirements of the other cited provisions.

Exemption (2). Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority (2). 5 U.S.C. 552a (k)(1), (k)(3), (k)(4), (k)(5), and (k)(6).

Reasons (2). The release of disclosure accountings would permit the subject of an investigation to obtain valuable information concerning the nature of that investigation, and the information contained, or the identity of witnesses or informants, and would therefore present a serious impediment to law enforcement. In addition, disclosure of the accounting would amount to notice to the individual of the existence of a record. Access to the records contained in this system would inform the subject of the existence of material compiled for law enforcement purposes, the premature release of which could prevent the successful completion of investigation, and lead to the improper influencing of witnesses, the destruction of records, or the fabrication of testimony.

Exempt portions of this system also contain information that has been properly classified under E.O. 12356, and that is required to be kept secret in the interest of national defense or foreign policy.

Exempt portions of this system also contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for Federal civilian employment, military service, Federal contracts, or access to classified information, and was obtained by providing an express or implied assurance to the source that his/her identity would not be revealed to the subject of the record. The notice for this system of records published in the **Federal Register** sets forth the basic statutory or related authority for maintenance of the system.

The categories of sources of records in this system have been published in the **Federal Register** in broad generic terms. The identity of specific sources, however, must be withheld in order to protect the confidentiality of the source, of criminal and other law enforcement information. This exemption is further necessary to protect the privacy and physical safety of witnesses and informants.

This system of record is exempted from procedures for notice to an individual as to the existence of records pertaining to him/her dealing with an actual or potential civil or regulatory investigation, because such notice to an individual would be detrimental to the successful conduct and/or completion of an investigation, pending or future. Mere notice of the fact of an investigation could inform the subject or others that their activities are under, or may become the subject of, an investigation. This could enable the subjects to avoid detection, to influence witnesses improperly, to destroy records, or to fabricate testimony.

Exempt portions of this system contain screening board reports. Screening board reports set forth the results of oral examination of applicants for a position as a special agent with the Naval Investigative Service. Disclosure of these records would reveal the areas pursued in the course of the examination and thus adversely affect the result of the selection process. Equally important, the records contain the candid views of the members composing the board. Release of the records could affect the willingness of the members to provide candid opinions and thus diminish the effectiveness of a program which is essential to maintaining the high standard of the Special Agent Corps, i.e., those records constituting examination material used solely to determine individual qualifications for appointment in the Federal Service.

(f) *Naval Intelligence Command.*

(1) *ID—N03834–1.*

Sysname. Special Intelligence Personnel Access File.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1) and (5).

Reasons. Exempted portions of this system contain information that has been properly classified under E.O. 12356, and that is required to be kept secret in the interest of national defense or foreign policy. Exempted portions of this system also contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for access to classified information and was obtained by providing an express or implied assurance to the source that his/her identity would not be revealed to the subject of the record.

(g) *Naval Inspector General.*

(1) *ID—N04385–1.*

Sysname. IG Investigatory System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2), (e)(3), (e)(4) (G) through (I), (e)(5), (e)(8), (f), and (g).

Authority. 5 U.S.C. 552a(j)(2).

Reasons. Granting individuals access to information collected and maintained by these activities relating to the enforcement of criminal laws could interfere with orderly investigations, the orderly administration of justice, and might enable suspects to avoid detection and apprehension. Disclosures of this information could result in the concealment, destruction, or fabrication of evidence, and possibly jeopardize the safety and well-being of informants, witnesses and their families. Such disclosures could also reveal and render ineffectual investigatory techniques and methods and sources of information and could result in the invasion of the personal privacy of individuals only incidentally related to an investigation.

The exemption of the individual's right of access to his/her records, and the reasons therefore, necessitate the exemption of this system of records from the provisions of the other cited sections of 5 U.S.C. 552a.

(2) *ID—NO4385–2.*

*System Name.*Hotline Program Case File.

Exemption. Portions of this system of records are exempt from the following subsections of Title 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), (I) and (f).

*Authority.*5 U.S.C. 552a(k)(1), (2), (5), (6) and (7).

Reasons. Exempted portions of this system consist of information compiled for the purpose of investigations, including reports of informants and investigators. Such investigations may be associated with identifiable individuals. Disclosure of files in this system would interfere with orderly investigations, and possibly result in the concealment, destruction, or fabrication of evidence, and possibly jeopardize the safety and well–being of informants, witnesses and their families. Such disclosures could also reveal and render ineffectual investigatory techniques and methods and sources of informaiton and could further result in the invasion of the personal privacy of individuals only incidentally related to an investigation. Depending on the nature of the complaint, records may contain information that is currently and properly classified pursuant to executive order and must be kept secret in the interest of national defense or foreign policy, is confidentially provided information located in investigatory records compiled for the purposes of enforcement of non–criminal law, relates to qualifications, eligibility, or suitability for Federal employment, is test or examination material used to determine qualifications for appointment or promotion in the Federal service, is confidentially provided informaiton used to determine potential for promotion in the armed services.

(h) *Naval Resale System Office.*

(1) *ID—N12930–1.*

Sysname. Industrial Relations Personnel Records.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (d), (e)(4) (G) and (H), and (f).

Authority. 5 U.S.C. 552a(k) (5) and (6).

Reasons. Exempted portions of this system contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for Federal employment, and was obtained by providing an express or implied promise to the source that his/her identity would not be revealed to the subject of the record. Exempted portions of this system also contain test or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service, the disclosure of which would comprise the objectivity or fairness of the testing or examination process.

(i) *Navy and Marine Corps Exchanges and Commissaries.*

(1) *ID—N04060–1.*

Sysname. Navy and Marine Corps Exchange and Commissary Security Files.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a (k)(2).

Reasons. Granting individuals access to information collected and maintained by these activities relating to the enforcement of criminal laws could interfere with orderly investigations, with orderly administration of justice, and possibly enable suspects to avoid detection or apprehension. Disclosure of this information could result in the concealment, destruction, or fabrication of evidence, and could also reveal and render ineffectual investigative techniques, sources, and methods used by these activities.

(j) *Naval Clemency and Parole Board.*

(1) *ID—N05819–3.*

Sysname. Naval Clemency and Parole Board Files.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(4), (d), (e)(4)(G), and (f).

Authority. 5 U.S.C. 552a(j)(2).

Reasons. Granting individuals access to records maintained by this Board could interfere with internal processes by which Board personnel are able to formulate decisions and policies with regard to clemency and parole in cases involving naval prisoners and other persons under the jurisdiction of the Board. Material will be screened to permit access to all material except such records or documents as reflect items of opinion, conclusion, or recommendation expressed by individual board members or by the board as a whole.

The exemption of the individual's right of access to portions of these records, and the reasons therefore, necessitate the partial exemption of this system of records from the requirements of the other cited provisions.

(k) *Office of the Secretary.*

(1) *ID—N01070–9.*

Sysname. White House Support Program.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (1), (2), (3), and (5).

Reasons. Exempted portions of this system contain information which has been properly classified under E.O. 12356, and which is required to be kept secret in the interest of national defense or foreign policy. Exempted portions of this system may also contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for access to classified information, and which was obtained by providing an express or implied promise to the source that his/her identity would not be revealed to the subject of the record. Exempted portions of this system may also contain information collected and maintained in connection with providing protective services to the President and other individuals protected pursuant to 18 U.S.C. 3056. Exempted portions of this system may also contain investigative records compiled for law enforcement purposes, the disclosure of which could reveal the identity of sources who provide information under an express or implied promise of confidentiality, compromise investigative techniques and procedures, jeopardize the life or physical safety of law-enforcement personnel, or otherwise interfere with enforcement proceedings or adjudications.

(l) *Security Operations Activities.*

(1) *ID—N05527–1.*

Sysname. Security Incident System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e)(2) and (3) (e)(4) (G) through (I), (e)(5), (e)(8), (f) and (g).

Authority. 5 U.S.C. 552a(j)(2).

Reasons. Granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with orderly administration of justice, and possibly enable suspects to avoid detection or apprehension. Disclosure of this information could result in concealment, destruction, or fabrication of evidence, and jeopardize the safety and well being of informants, witnesses and their families, and of law enforcment personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by this component, and could result in the invasion of privacy of individuals only incidentally related to an investigation.

The exemption of the individual's right of access to his/her records, and the reason therefore, necessitate the exemption of this system of records from the requirements of other cited provisions.

(m) *Naval Medical Command.*

(1) *ID—N06320–2.*

Sysname. Family Advocacy Program System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3) and (d).

Authority. 5 U.S.C. 552a(k) (2) and (5).

Reasons. Exemption is needed in order to encourage persons having knowledge of abusive or neglectful acts toward children to report such information, and to protect such sources from embarrassment or recriminations, as well as to protect their right to privacy. It is essential that the identities of all individuals who furnish information under an express promise of confidentiality be protected. Additionally, granting individuals access to information relating to criminal and civil law enforcement, as well as the release of certain disclosure accountings, could interfere with ongoing investigations and the orderly administration of justice, in that it could result in the concealment, alteration, destruction, or fabrication of information; could hamper the identification of offenders or alleged offenders and the disposition of charges; and could jeopardize the safety and well being of parents and their children.

Exempted portions of this system also contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for Federal employment and Federal contracts, and that was obtained by providing an express or implied promise to the source that his/her identity would not be revealed to the subject of the record.

(n) *Naval Postgraduate School.*

(1) *ID—N05300-3.*

Sysname. Faculty Professional Files.

Exemption. Portions of this system of records are exempt from the following portions of 5 U.S.C. 552a: (c)(3), (d), (e)(4) (G) and (H), and (f).

Authority. 5 U.S.C. 552a(k)(5).

Reasons. Exempted portions of this system contain information considered relevant and necessary to make a release determination as to qualifications, eligibility, or suitability for Federal employment, and was obtained by providing an express or implied promise to the source that his/her identity would not be revealed to the subject of the record.

[52 FR 11052, Apr. 7, 1988, as amended by 52 FR 17295, May 7, 1988; 54 FR 8322, Feb. 28, 1989]

§ 701.120 Exemptions for specific Marine Corps record systems.

a. *ID—MMN00018.*

Sysname. Base Security Incident Reporting System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (c)(4), (d), (e) (2) and (3), (e)(4) (G) through (I), (e)(5), (e)(8), (f), and (g).

Authority. 5 U.S.C. 552a(j)(2).

Reasons. Granting individuals access to information collected and maintained by these activities relating to the enforcement of criminal laws could interfere with orderly investigations, with the orderly administration of justice, and might enable suspects to avoid detection or apprehension. Disclosure of this information could result in the concealment, destruction, or fabrication of evidence, and jeopardize the safety and well being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources, and methods used by this component, and could result in the invasion of the privacy of individuals only incidentally related to an investigation.

The exemption of the individual's right of access to his/her records, and the reasons therefore, necessitate the exemption of this system of records from the requirements of other cited provisions.

b. *ID—MIN00001.*

Sysname. Personnel Security Eligibility and Access Information System.

Exemption. Portions of this system of records are exempt from the following subsections of 5 U.S.C. 552a: (c)(3), (d), (e)(1), (e)(4) (G) through (I), and (f).

Authority. 5 U.S.C. 552a(k) (2), (3), and (5) as applicable.

Reasons. Exempt portions of this system contain information that has been properly classified under E.O. 12356, and that is required to be kept secret in the interest of national defense or foreign policy.

Exempt portions of this system also contain information considered relevant and necessary to make a determination as to qualifications, eligibility, or suitability for Federal civilian employment, military service, Federal contracts, or access to classified, compartmented, or otherwise sensitive information, and was obtained by providing an expressed or implied assurance to the source that his/her identity would not be revealed to the subject of the record.

Exempted portions of this system further contain information that identifies sources whose confidentiality must be protected to ensure that the privacy and physical safety of these witnesses and informants are protected.

PART 806b—AIR FORCE PRIVACY ACT PROGRAM

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Authority: 5 U.S.C. 552a, Pub. L. 93-579.

Source: 51 FR 20277, June 4, 1986

§ 806b.0 Purpose.

This part sets policies and outlines procedures that govern collecting, safeguarding, maintaining, using, accessing, amending, and disseminating personal information kept by the Department of the Air Force in systems of records. This part applies to all Air Force activities, including the Reserve Components, except for the Office of the Chief, National Guard Bureau; Air National Guard technicians; and Army-Air Force Exchange Service activities, including Motion Picture Service activities. It does not apply to civilian employee records maintained by Air Force activities which are covered by the Office of Personnel Management systems of records. Such records are subject to Parts 293, 294, and 297 of Office of Personnel Management regulations and the Federal Personnel Manual and Air Force supplements.

Subpart A—The Privacy Act Program

§ 806b.1 Air Force policy.

Air Force policy is to:

(a) Protect personal privacy as required by the Privacy Act of 1974. The Privacy Act and this part apply only to information in systems of records on living U.S. citizens and aliens admitted as permanent residents of the United States.

(b) Collect, maintain, and use information in such systems only to support programs authorized by law or Executive order.

(c) Ensure that records in these systems are timely, accurate, complete, and relevant, amending on request any record which does not meet these requirements.

(d) Let individuals know about and see or get copies of their own records in systems unless the Secretary of the Air Force (SAF) has approved an exemption, or the records were created in anticipation of civil action or proceeding.

(e) Safeguard records in systems.

(f) Provide a review of decisions that deny individuals access to or amendment of their records.

(g) Keep records the minimum time required to protect the rights and provide for the needs of the individual and the U.S. Government.

§ 806b.2 Terms defined:

(a) *Access.* The process of letting individuals see or get copies of their records from a system of records.

(b) *Agency.* The Department of Defense (DOD) for disclosures from systems of records. Any record may be disclosed to any component for a use compatible with the purpose for which the record was created. The Air Force is an agency for all other actions under the Privacy Act including access and amendment requests and appeals.

(c) *Confidential source.* Any person or organization that has given information under an:

(1) Expressed promise to withhold their identity; or

(2) Implied promise of confidentiality made before September 27, 1975.

(d) *Confidentiality.* A promise to withhold the identity of a source or the information provided. The information must be for use in an exempt system. This promise must be expressed and recorded.

(e) *Disclosure.* Giving information from a system, by any means, to anyone other than the subject.

(f) *Individual.* A living U.S. citizen or a permanent resident alien. The deceased, non-resident aliens, businesses, and third parties have no rights under the Privacy Act. However, a parent or guardian may exercise Privacy Act rights for a minor or incompetent person.

(g) *Maintain.* To collect, keep, use, or disseminate records.

(h) *Minor.* Anyone under the age of majority according to the law of the state where the records are located. If there is no state law, a minor is anyone under the age of 18. Military members and married persons are not minors.

(i) *Official use.* Any action by a Department of Defense member or employee to perform a mission or function prescribed or authorized by law or regulation.

(j) *Personal information.* All information about an individual except for matters of public record. Some examples of personal information are all medical files, financial records except for gross pay, criminal records except the findings of a court-martial, and details on a person's private life. Information about an individual's official duties is normally not personal.

(k) *Privacy Act request.* A request by an individual about the existence of, access to, or amendment of, a record about him or her that is in a system of records. The request must show dependence on the Privacy Act.

(l) *Record.* Any item, collection, or grouping of information about an individual.

(m) *Routine use.* Any disclosure outside of Department of Defense from a system for a use that is compatible with the purpose for which the record was created. Routine uses must be shown in the systems notice. These notices are published in the **Federal Register** and AFP 12-36, Privacy Act Systems of Records.

(n) *Statistical records.* A record kept only for statistical or reporting purposes. It is not used for making judgments about persons. Individual identity must not be discoverable using routine statistical or data manipulation methods.

(o) *System manager.* The official who initiates a system of records and issues policies and procedures for operating and safeguarding a system. Local systems managers operate such systems or are responsible for a segment of a decentralized system.

(p) *System of records.* Any group of records from which personal information is retrieved by name or personal identifier (See paragraph (l) of this section.) A record in a system of records must contain two elements, a personal identifier and at least one item of personal information. This identifier is some name, number, or symbol which is unique to the individual. The most often used personal identifiers in the Air Force are name and Social Security number (SSN). If a retrieval is possible but not actually done, or if it depends on memory, the group is not a system of records. However, creating a retrieval or cross index, arranged by personal identifier for randomly filed records, makes that collection a system.

(q) *Workday or day.* A duty day, not including Saturdays, Sundays, and Federal holidays.

§ 806b.3 Access authorities.

The system manager, or individual or position designated in the system notice to receive requests is the access authority.

§ 806b.4 Judicial sanctions.

The Privacy Act has both civil remedies and criminal penalties for violations.

(a) *Civil remedies.* An individual can file a civil suit against the Air Force for failing to comply with the Privacy Act.

(b) *Criminal penalties.* Personnel may be found guilty of a misdemeanor and fined not more than $5,000 for willfully:

(1) Maintaining a system without meeting the public notice requirements.

(2) Disclosing information from a system to someone who is not entitled to have it knowing that disclosure is prohibited.

(3) Obtaining another's record from a system under false pretenses.

Subpart B—Collecting Personal Information

§ 806b.5 Privacy Act Statements (PAS).

Give PASs to individuals you ask to provide information about themselves which will go into a system of records. Do this regardless of how you collect or record the answers. You may read the statement or display a sign in area where people are often asked for the same type of information. However, a printed copy must be given out if the subject asks for one. A PAS is not required if the information will not go into a system of records or if it will go into a SAF exempted criminal investigative system. A PAS must show:

(a) The citation and title of the law or Executive Order that authorizes the program the system supports and the Air Force or lower level standard publications which covers the system. All systems of records must be governed by a standard publication.

(b) The principal purposes for the system. The reasons why the Air Force needs the information.

(c) The routine uses of the information. What disclosures, if any, will be made outside of DOD.

(d) Whether furnishing the information is mandatory or voluntary. An answer is mandatory only if the information is essential to an Air Force mission, and if failure to answer could make the person liable to some specific penalty.

(e) What will happen to an individual who does not respond. PASs are not to be signed and the language in them must be nonthreatening. These statements may be printed in simple paragraph form without separation of the five parts.

Subpart C—Maintaining Systems of Records

§ 806b.6 Air Force standards.

Records on individuals must be as accurate, relevant, timely, and complete as is reasonably necessary to make fair and informed decisions about them. Systems of records must be:

(a) Authorized by law or Executive Order.

(b) Controlled by an Air Force or lower echelon directive.

(c) Needed to carry out an Air Force mission or function.

(d) Described in a notice published in the **Federal Register**.

§ 806b.7 Personal notes.

Personal notes which are maintained on individuals as memory aids in the performance of supervisory or other official functions are not subject to the notice, access, or amendment provisions of the Privacy Act if both of the following conditions are met.

(a) The notes remain under the control of the originator and are never made available to any other person in the course of official business.

(b) The notes are not required by any Air Force directive, and they may be retained or disposed of as the originator sees fit.

Subpart D—Providing Information

§ 806b.8 Access by subjects of records.

Individuals may ask if the Air Force has any records on them. The Privacy Act gives rights of access and amendment for records in a system of records.

(a) *Privacy Act requests.* To be considered under the Privacy Act, a request must:

(1) Come from the subject of a record in a system of records, or from a designated agent or guardian. The subject must be a U.S. citizen or permanent resident alien.

(2) Cite the Privacy Act or at least show an awareness of the law and its requirement to provide an individual access to his or her records. For example it could be addressed to the Privacy Act officer or the system manager or cite the Privacy Act.

(3) Reasonably describe the records sought. The request does not have to name the system, but it should be fairly specific. Do not accept blanket requests for "all records about me." Instead, refer the individual to AFP 12–36 or the **Federal Register** and ask the requester to identify at least the types of records sought.

Note: Privacy Act requests are personal and not official business. Requests received on official letterhead, except for those from an area defense counsel, should be returned. No one may be penalized or harrassed for exercising their rights under the Privacy Act. The Air Force will provide all reasonable aid to individuals exercising their rights.

(4) Requests which do not cite or refer to the Privacy Act, or are for information which is not in a system of records, are not processed under this part.

(b) *FOIA requests.* Request made under the FOIA or Part 806 of this chapter are processed as FOIA requests. Privacy Act exemptions must not be used to deny records under the FOIA. FOIA exemptions cannot be used to deny anyone any record which would be available under the Privacy Act. No person will be denied access to a record for failure to cite the proper act. FOIA requests must not be listed on the annual Privacy Act report.

(c) *Privacy Act requests for investigative records.* Requests for investigative records subject to the (j)(2) general exemption will be processed under both acts. Tell the individual in writing what records are exempt under the Privacy Act and that you are providing records, if any, which would be available under the FOIA. Clearly explain the reasons for this action in your reply.

(d) *Access requests that cite both the Privacy Act and the FOIA.* Use the act that gives the most information. This may mean processing part of the request under one act and part under another. Explain in your reply which act you are using in each case and why.

(e) *Functional requests.* Other directives give individuals access to records. If a person asks for his or her records and does not cite, or reasonably imply, the Privacy Act or the FOIA, and another directive authorizes the release of the records, use that directive as the releasing authority. Apply the fee schedule in Part 813 of this chapter.

(f) *Processing access requests*—(1) *Verifying identity.* Local system managers must verify the identity of all requests unless the record sought is available to anyone under the FOIA. Individuals do not have to state a reason for the request, nor can the request be denied if that person does not give his or her SSN, unless disclosure of the SSN is required by Federal Statute or by a regulation adopted before January 1, 1975.

(2) *Notifying the requester.* Once the requester's identity is verified:

(i) Tell the individual if there is a record in a system of records about him or her, and when and where it may be reviewed. If possible, this should be done within 10 workdays from the date the request was received.

(ii) Let the subject see the record, or obtain one copy, unless the system is exempt and listed in Section 806b.13. Usually this should be done within 30 workdays from the date the request was received.

(A) If the requester wants to bring another person, the local system manager may ask for written consent for the other individual to be present during any review of the record.

(B) Do not create a new record simply to fulfill a request. The record must exist at the time of the request. However, do not deny a record just because it is not readily available in a convenient form. Information on magnetic or computer tape should be given in a format the requester can understand.

(iii) If you cannot answer the request in 10 workdays, tell the requester why in a letter and give an approximate completion date. That date should be no more than 20 workdays after the first Air Force office received the request. Send a copy of this letter to HQ USAF/DAQD through Privacy Act channels.

(3) *Fees.* When providing copies of records under the Privacy Act, charge only for the direct cost for reproduction.

(i) Use the following fee schedule:

Office copy (per page), 10 cents.
Microform media (paper copy) (per image), 25 cents.
Microfiche (per fiche), 95 cents.

(ii) Do not charge fees for:

(A) Searching records.

(B) Reproducing a document for the convenience of the Air Force.

(C) Reproducing a record only in order to let a requester review it. If he or she wants a personal copy, use the fees in paragraph (f)(3)(i) of this section.

(iii) Waive the fee, if the total amount is less than $30. Do not waive the fee when a previous waiver has been granted and subsequent requests appear to be an extension or duplication of the original request.

(iv) Locally determine fees for reproducing photographs or nonpaper material other than microform.

(4) *Denying access.* If the record should not be released, the local system manager sends a copy of the request, a copy of the record (or records), and the reasons for recommending denial (including the exemption being applied) to the denial authority through the local Privacy Act officer and the MAJCOM or SOA Privacy Act officer. Staff Judge Advocate (SJA) coordination is required. This should be done within 5 workdays from the date the request was received.

(i) *Record evaluation.* A record may not be withheld just because it is in an exempt system. Before recommending denial, the local system manager must determine that:

(A) The system is covered by an exemption approved by SAF and listed in § 806b.13.

(B) Each document is covered by the exemption, because all parts of a system are not automatically exempt.

(C) No nonexempt parts can be reasonably segregated.

(ii) *Medical records.* If a practitioner believes that access to a medical record by the subject could harm that person's mental or physical health, ask the requester to name a practitioner to receive the record. If this requirement poses a hardship on the individual, offer the service of a military practitioner other than the one who provided treatment. If the individual refuses to name a recipient, the record will not be released. This is not a denial under the Privacy Act and is not appealable.

(iii) *Third party information.* Third party information may not be deleted from a record when the subject requests access to the record unless there is an established exemption published in § 806b.13. This is because all information in a file must be presumed to pertain to the subject of the file. However, personal data such as SSNs and home addresses of third parties usually do not pertain to the subject of the record and, therefore, need not be released. This is not a denial under the Privacy Act and cannot be appealed.

(iv) *Information compiled for litigation.* Records in a system compiled in connection with a civil action or other proceeding may be withheld. This includes any action where judicial or administrative adjudicatory proceedings may reasonably be anticipated. Attorney work products prepared in support of such proceedings are not usually released under the Privacy Act at any point before, during, or after termination of the action or proceeding.

(v) *Denial authority action.* (A) The MAJCOM or SOA Privacy Act officer reviews the proposed denial, asks for written advice from the servicing SJA and the office responsible for the program under which the record was created, and makes a recommendation to the denial authority.

(B) The denial authority sends the requester a letter stating whether or not access will be granted. If the denial authority decides to grant access, he or she instructs the local system manager to release the record. If the denial authority denies access, he or she must tell the requester why, and that the decision may be appealed to SAF not later than 90 calendar days after receipt of the denial letter. Tell the requester to resubmit the original request and send any supporting material to the denial authority for forwarding to HQ USAF/DAQD for processing. The requester should be cautioned that failure to follow this procedure may delay the appeal.

(g) *Amendment requests.* Individuals may ask the Air Force to amend records about them that are in a system of records. The request must seek to change, delete, or add material to make a record accurate, timely, relevant, or complete. Requests for amendment of a record that is subjective, or involves a matter of opinion or interpretation will not be processed under this part. Return such a request and tell the individual to submit it either to the Air Force Board for the Correction of Military Records according to Part 865 Subpart A of this chapter, to follow grievance procedures in AFR 40–771. Coordinate these returns with the director of personnel. Record correction requests which have been denied by the Air Force Board for the Correction of Military Records, acting for the Secretary of the Air Force, are not subject to further consideration under this part.

(1) Requests for minor corrections may be made orally. All others must be written.

(2) Local system managers routinely correct any record if the requester can show it is factually wrong. After verifying identity, the local system manager makes the change, notifies all known recipients of the record, and informs the individual when the correction is made.

(3) If the local system manager decides not to amend or partially amend the record, he or she sends a copy of the request, a copy of the record (or records), and the reasons for this action to the denial authority through the base and the MAJCOM or SOA Privacy Act officers. SJA coordination is required. This must be done within 5 workdays from receipt of the request.

(i) The MAJCOM or SOA Privacy Act officer reviews the proposed denial, asks for written advice from the servicing SJA and the office responsible for the program under which the record was created and makes recommendation to the denial authority.

(ii) The denial authority sends the requester a letter stating whether or not the amendment or partial amendment will be granted. If the denial authority decides to amend or partially amend the record, he or she tells the local system manager to amend the record and notify all subsequent recipients of the change. If the denial authority denies the amendment request, he or she must tell the requester why, and that the decision may be appealed to SAF not later than 60 calendar days after receipt of the denial letter. The requester is told to resubmit the original request and to send any supporting material to the denial authority for forwarding to HQ USAF/DAQD for processing. The requester should be cautioned that failure to follow this procedure may delay the appeal.

(h) *Appeals of denials to grant access or to amend records*— (1) *Request for Secretarial review.* An individual may request a review of the denial by writing to SAF not later than 60 calendar days after the denial is received. The request should be addressed to SAF/AA, and sent back to the denial authority for forwarding to HQ USAF/DAQD for processing. The denial authority sends a complete file arranged as follows:

(i) The request for review.

(ii) The original request for access or amendment.

(iii) The original denial.

(iv) A copy of the record or portions in question.

(v) Any internal records or coordination actions that relate to the denial.

(vi) Denial authority comments on the appellant's arguments.

(vii) A legal review prepared by the SJA servicing the denial authority.

(2) *Responsibilities for Review.* (i) HQ USAF/DAQD reviews the denial and makes a recommendation to the Office of the Vice Chief of Staff (HQ USAF/CV). HQ USAF/JACM coordination is required.

(ii) HQ USAF/CV decides whether to direct the denial authority to grant access or to amend the record. If HQ USAF/CV decides to uphold a denial, this recommendation is passed to SAF/AA through the Office of the General Counsel (SAF/GC) for final action.

(iii) SAF/AA considers the recommendation to uphold a denial, decides to grant or deny the appeal, and notifies both the individual and the denial authority of the decision. If SAF/AA upholds a denial to amend a record, the individual must be told of his or her right to send a statement of disagreement to the system manager.

(3) *Requests for Secretarial review.* These requests must be completed within 30 workdays after the date HQ USAF/DAQD received the appeal.

Note: Appeals for denial of access to law enforcement records subject to the (j)(2) exemption are processed under this part and Part 806 of this chapter since the original action should have been taken under both.

(i) *Statements of disagreement.* If an individual submits a statement of disagreement with a SAF/AA decision not to amend his or her record, the local system manager:

(1) Flags the record so that the disagreement may be seen by anyone who discloses or gains access to the record.

(2) Files the statement with the record. If this is not possible, the local system manager maintains it to allow ready retrieval when the disputed portion of the record is used.

(3) Tells previous recipients that the record has been disputed and, if they can be identified, gives them a copy of the statement.

(4) Lets subsequent users know that the record is disputed and gives them a

best copy available

copy of the statemelt along with the record. The system manager may include a brief summary of the reasons for not amending the record. Summaries are limited to the reasons SAF/AA gave to the individual. The summary is treated as a part of the individual's record, but is not subject to the amendment procedures.

§ 806b.9 Disclosures to third parties and organizations.

The fact that the Air Force tells an individual why the information is collected and how it will be used does not imply consent for release. When deciding to release information as authorized in paragraphs (a) through (c) of this section, first consider the consequences of that disclosure. Before releasing any information, make a reasonable effort to ensure that it is accurate.

(a) *With consent of the subject.* You may disclose information from a system of records if the subject of the record asks you to do so or has given prior written consent. Make sure that no law or directive prohibits release. See AFR 11–24 on release of individual home telephone numbers and home addresses from unit locators.

(b) *Without consent of the subject.* An individual's records may be disclosed without his or her consent to:

(1) DOD officials and employees who need the record to perform their duties when the use is compatible with the purpose for which the record is maintained.

(2) The public, as required by the FOIA. See Part 806 of this chapter.

(i) Some examples of information that may normally be released for individual military personnel without an unwarranted invasion of privacy are: Name; grade; marital status; number and sex of dependents; date of rank; gross pay (base pay and entitlements); present and past duty assignments and future assignments that are firm (except overseas); office and unit address and phone number; source of commission; professional miltiary education, civilian educational degrees and major areas of study, school, and year of graduation; promotion sequence number; awards and decorations; duty status at any given time; official photograph without the identification frame; and home of record, without street address. Lists of names, home and duty addresses, and telephone numbers of military members must not be provided in any form for solicitation regardless of the intent of the solicitation unless otherwise provided for by law or this part. See Federal Personnel Manual Supplement 990–1, Part 294, on release of civilian personnel information.

(ii) A balancing test may be used to decide whether disclosure would be a clearly unwarranted invasion of individual privacy. Weigh the right of the subject to a reasonable expectation of privacy versus the public right to know. Consider the nature of the information to be disclosed. Do individuals usually expect this information to be kept private? Are the identities of the subject and the recipient already in the public eye? What is likely to happen to the individual as a result of the disclosure? How old is the information; is it still relevant? To what degree is the information already in the public domain?

(iii) Information may be released if the balancing test described above weighs in favor of disclosure. For example, home addresses may be disclosed to a requester who wants to enforce a court order for alimony or child support payments, or to local and state tax authorities to enforce tax laws.

(iv) Individuals must be allowed to decide if they wish their home addresses and phone numbers included in base directories.

(3) Agencies outside DOD for a routine use that has been listed in the notice describing the system of records published in the **Federal Register**. The routine use must be compatible with the purpose for which the information was collected.

(4) The Bureau of the Census to plan or carry out a census or survey under Title 13, U.S.C.

(5) A recipient for statistical research or reporting. The recipient must give advance written assurance that the record will be used solely as a statistical research or reporting record. The record must not be used, in whole or part, to make any decisions about the individual's rights, benefits, or entitlements. It must be sent in a form in which the identity of the individual cannot be found out through usual research methods.

(6) The National Archives of the United States as a record with enough value to warrant permanent retention, or for evaluation by the Archivist of the United States to see if the record has such value. However, records sent to Federal Archives and Records Centers for storage stay under Air Force control. These transfers are not disclosures under this section and do not need an accounting.

(7) A Federal, state, or local agency outside DOD for a civil or criminal law enforcement activity authorized by law. The head of the agency or a designee must send a written request to the system manager. The request must specify the record or part needed and the law enforcement purpose for which it is wanted. A record may also be disclosed to a law enforcement agency if a criminal violation is suspected. This disclosure is a routine use for all Air Force systems of records and has been published in the **Federal Register**.

(8) Another individual or agency under compelling circumstances that affect the health or safety of an individual. The individual whose records are disclosed does not have to be the one in danger. For example, records on several individuals could be disclosed to identify individuals injured in an accident. When an individual record is disclosed in this way, the subject must be sent a notification of disclosure to the last known address.

(9) Either House of Congress (a congressional committee or subcommittee) for matters within their jurisdictions.

(10) A congressional office acting for a constituent who is the record subject. This disclosure is authorized by a published blanket routine use.

(11) The Comptroller General or any authorized representatives on business of the General Accounting Office.

(12) A court of competent jurisdiction that has ordered the disclosure of the record. When a record is disclosed, reasonable efforts must be made to notify the individual to whom the record pertains, if the legal process is a matter of public record.

(13) A consumer credit agency according to the Debt Collection Act. This provision applies to the Air Force Accounting and Finance Center only.

(14) A contractor who is operating a system of records under a contract to perform an Air Force function. In this case, the contractor is considered an employee of the Air Force for Privacy Act purposes, and the system of records is considered an Air Force system. Disclosure of records to the contractor does not need the subject's consent nor does it require an accounting. Records maintained by the contractor for the management of contractor employees are not subject to the Privacy Act.

(c) *Medical records of minors.* The medical records of minors may be disclosed to the parents or legal guardians of the minor. However, the following conditions apply:

(1) The law of the state in which the records are located may protect certain types of medical records that deal with drug or alcohol abuse treatment, abortion, and birth control advice or devices. Such laws must be observed.

Medical records custodians in the United States must be knowledgeable of local laws and coordinate any proposed local policies with their servicing SJA.

(2) Parents or guardians are not allowed to see the medical records of a minor when all four of the following conditions apply:

(i) The minor was between 15 and 17 years of age at the time he or she sought or consented to the treatment.

(ii) The treatment was sought in a program authorized by regulations or law to offer confidentiality of treatment records as a part of the program.

(iii) The minor specifically requested or indicated that he or she wished his or her treatment record to be handled with confidence and not released to a parent or guardian.

(iv) The parent or guardian seeking access does not have the written authorization of the minor or a valid court order for access.

Subpart E—Privacy Act Exemptions

§ 806b.10 Use of Exemptions.

SAF can exempt systems of records from parts of the Privacy Act. The two kinds of exemption are: General and specific. The general exemption frees systems from most parts of the Privacy Act; the specific from only a few parts.

§ 806b.11 General Exemptions.

(a) SAF has approved a general exemption for investigative systems used by activities whose principal function is criminal law enforcement. These include the SJA, and investigative and correctional activities. All records in such a system come under the exemption which will be observed and cannot be waived. This exemption is in subparagraph (j)(2) of the Privacy Act. It only applies to systems used to:

(1) Identify criminals and alleged criminals, with identity; arrests; type and disposition of charges; sentences, confinement and release records; and parole and probation status.

(2) Support criminal investigations (including efforts to prevent, reduce, or control crime) and reports of informants and investigators that identify an individual.

(3) Reports on an individual, compiled at any stage of the law enforcement process.

(b) The Air Force observes only subsections (b); (c)(1) and (2); (e)(4)(A) through (F); (e)(6), (7), (9), (10), and (11); and (i) of the Privacy Act.

§ 806b.12 Specific exemptions.

(a) SAF has approved specific exemptions for all classified and a few other systems. These exemptions must be observed and cannot be waived. The Privacy Act citation appears in parentheses after each type below.

(1) Classified information in any system of records. Before denying access, make sure that the record is currently and properly classified and cannot be declassified ((k)(1)).

(2) Law enforcement records (other than those covered by the general exemption). However, the Air Force must allow access to any record which was used to deny someone a right, privilege or benefit, unless doing so would reveal a confidential source ((k)(2)).

(3) Statistical records required by law. The data must be used only as statistics and not to make decisions on the rights, benefits, or entitlements of individuals ((k)(4)).

(4) Data to determine suitability, eligibility, or qualifications for Federal service or contracts, or access to classified information. The Air Force can withhold this if access would reveal a confidential source ((k)(5)).

(5) Qualification tests for appointment or promotion in the federal service. The Air Force may withhold these if access would compromise the objectivity of the tests ((k)(6)).

(6) Information to determine promotability in the Armed Forces. The Air Force may withhold this if access would reveal a confidential source ((k)(7)).

(b) A specific exemption may free a system from any of the following parts of the Privacy Act: Subsections (c)(3); (d); (e)(1); (e)(4) (G), (H), and (I); and (f).

§ 806b.13 General and specific exemptions.

(a) *General exemption.* The following systems of records are exempt under 5 U.S.C. 552a(j)(2):

(1) Counter Intelligence Operations and Collection Records, F124 AF A.

(2) Criminal Records, F124 AF C.

(3) Security Police Automated System (SPAS), F125 AF SP E.

(4) Investigative Support Records, F124 AF D.

(5) Correction and Rehabilitation Records, F125 AF A (that portion maintained by the 3320th Correction and Rehabilitation Squadron, but only for the period the individual is confined or in rehabilitation at an Air Force or Federal correctional facility).

(6) Management Information and Research System (MIRS), F125 ATC A (but only for the period the individual is confined or in rehabilitation at an Air Force or Federal correctional facility).

(b) *Specific exemptions.* The following systems of records are subject to the specific exemptions shown:

(1) *Classified records.*

(i) *Exemption.* All records in any systems of records that are properly classified according to Executive Orders 11652, 12065 or 12356, are exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4)(G), (H), and (I); and (f), regardless of whether the entire system is otherwise exempt or not.

(ii) *Authority.* 5 U.S.C. 552a(k)(1).

(2) *Admissions and Registrar Records (F053 AFA C).*

(i) *Exemption.* Parts of this system of records (Liaison Officer Evaluation and Selection Panel Candidate Evaluation) are exempt from 5 U.S.C. 52a(d), (e)(4)(H), and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(5).

(iii) *Reasons.* To ensure the frankness of information used to determine whether cadets are qualified for graduation and commissioning as officers in the Air Force.

(3) *Air Force Personnel Test 851, Test Answer Cards (F035 MPC R).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f).

(ii) *Authority.* 5 U.S.C. 552a(k)(6).

(iii) *Reasons.* To protect the objectivity of the promotion testing system by keeping the test questions and answers in confidence.

(4) *Cadet Personnel Management System (F035 AFA A).*

(i) *Exemption.* Parts of this system are exempt from 5 U.S.C. 552a(d), (e)(4)(H), and (f), but only insofar as disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(7).

(iii) *Reasons.* To maintain the candor and integrity of comments needed to evaluate an Air Force Academy cadet for commissioning in the Air Force.

(5) *Cadet Records (F045 ATC C).*

(i) *Exemption.* Portions of this system (Detachment Professional Officer Course (POC) Selection Rating Sheets; Air Force Reserve Officer Training Corps (AFROTC) Form 0–24–Disenrollment Review; Memoranda for Record and Staff Papers with Staff Advice, Opinions, or Suggestions) are exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G) and (H), and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(5).

(iii) *Reasons.* To protect the identity of a confidential source who furnishes information necessary to make determinations about the qualifications, eligibility, and suitability of cadets for graduation and commissioning in the Air Force.

(6) *Child Advocacy Case Files (F168 AF SG B).*

(i) *Exemption.* Parts of this system are exempt from 5 U.S.C. 552a(c)(3) and (d), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k) (2) and (5).

(iii) *Reasons.* To encourage those who know of child abuse or neglect to come forward by protecting their identities, and to protect the integrity of ongoing and civil law investigations of criminal and civil law violations. Giving subjects access to their files could result in them concealing, altering, or fabricating evidence; could hamper the identification of offenders and alleged offenders; and could jeopardize the safety and well-being of parents and their children.

(7) *Effectiveness/Performance Reporting Systems (F035 AF MP A).*

(i) *Exemption.* The parts of this system that have completed AF Forms 705, Lieutenant Colonel Promotion Recommendation Report; and AF Forms 706, Colonel Promotion Recommendation Report; are exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(7).

(iii) *Reasons.* To ensure that selection boards have candid evaluations of officers being considered for promotion to the grades of Colonel and Brigadier General.

(8) *Equal Opportunity in Off Base-Housing (F030 AF LE A).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f).

(ii) *Authority.* 5 U.S.C. 552a(k)(2).

(iii) *Reasons.* To enforce civil laws, court orders, and the activities of the Departments of Housing and Urban Development and Justice.

(9) *Files on General Officers and Colonels Assigned to General Officer Positions (F035 MP A).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(7).

(iii) *Reasons.* To protect the integrity of information used in the Reserve Initial Brigadier General Screening Board, the release of which would compromise the selection process.

(10) *General Officer Personnel Data System (F035 AF MP P).*

(i) *Exemption.* The parts of this system that have completed AF Forms 78, Air Force General Officer Effectiveness Report, are exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(7).

(iii) *Reasons.* To ensure selection boards get candid evaluations of officers being considered for promotion to Major General, Lieutenant General, and General.

(11) *Historical Airman Promotion Master Test File (F035 MPC L).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f).

(ii) *Authority.* 5 U.S.C. 552a(k)(6).

(iii) *Reasons.* To protect the integrity, objectivity, and equity of the promotion testing system by keeping test questions and answers in confidence.

(12) *Inspector General Records (F120 AF IG B).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f). However, if a person is denied any right, privilege, or benefit, he or she would otherwise be entitled to as a result of keeping this material, it must be released, unless doing so would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(2).

(iii) *Reasons.* Granting individuals access to information collected while an Inspector General inquiry is in progress could interfere with the just, thorough, and timely resolution of the complaint or inquiry and could possibly enable individuals to conceal wrong doing or mislead the inquiring officer. Disclosure might also subject sources, witnesses, and their families to harassment or intimidation.

(13) *Investigative Applicant Processing Records (F124 AFOSI B).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(5).

(iii) *Reasons.* To protect those who gave information in confidence during Air Force Office of Special Investigations (AFOSI) applicant inquiries. Fear of harassment could cause sources not to make frank and open responses about applicant qualifications. This could compromise the integrity of the AFOSI personnel program that relies on selecting only qualified people.

(14) *Master Cadet Personnel Record (Active/Historical) (F035 AFB B).*

(i) *Exemptions.* Parts of these systems are exempt from 5 U.S.C. 552a(d), (e)(4)(H), and (f), but only to the extent that they would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(7).

(iii) *Reasons.* To maintain the candor and integrity of comments needed to evaluate a cadet for commissioning in the Air Force.

(15) *Sensitive Compartmented Information Personnel Records (F205 AFIS A).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(a)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a (k)(2) and (k)(5).

(iii) *Reasons.* To protect the identity of sources to whom proper promises of confidentiality have been made during investigations. Without these promises, sources will often be unwilling to provide information essential in adjudicating access in a fair and impartial manner.

(16) *Security and Related Investigative Records (F124 AFB).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(5).

(iii) *Reasons.* To protect the identity of those who give information in confidence for personnel security and related investigations. Fear of harassment could cause sources to refuse to give this information in the frank and open way needed to pinpoint those areas in an investigation that should be expanded to resolve charges of questionable conduct.

(17) *Special Security Case Files (F205 AFSCO A).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d), (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(5).

(iii) *Reasons.* To protect the identity of those who give information in confidence for personnel security and related investigations. Fear of harassment could cause sources to refuse to give this information in the frank and open way needed to pinpoint those areas in an investigation that should be expanded to resolve charges of questionable conduct.

(18) *Special Security Files (F205 AF SP A).*

(i) *Exemption.* This system is exempt from 5 U.S.C. 552a(c)(3); (d); (e)(4) (G), (H), and (I); and (f), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii) *Authority.* 5 U.S.C. 552a(k)(5).

(ii) *Reasons.* To protect the identity of those who give information in confidence for personnel security and related investigations. Fear of harassment could cause them to refuse to give this information in the frank and open way needed to pinpoint areas in an investigation that should be expanded to resolve charges of questionable conduct.

(19)*Registrar Records (F053 AFA D).*

(i)*Exemption.* Parts of this system of records are exempt from 5 U.S.C. 552a(d), but not only to the extent that disclosure would reveal the identity of a confidential source.

(ii)*Authority.*5 U.S.C. 552a(k)(5).

(iii)*Reasons.* To encourage candor and maintain the integrity of investigatory material, evaluations, or any comments or personal information received or solicited, as required, from third parties under an expressed or implied promise of confidentiality and compiled solely for the purpose and use of determining suitability, eligibility, or qualifications for military service of USAF Academy applicants and those enrolled.

(20)*Applications for Appointment and Extended Active Duty Files (F035 AF MP R).*

(i)*Exemption.* Parts of this system of records are exempt from 5 U.S.C. 552a(d), but only to the extent that disclosure would reveal the identity of a confidential source.

(ii)*Authority.*5 U.S.C. 552a(k)(5).

(iii)*Reasons.* To protect the identity of confidential sources who furnish information necessary to make determinations about the qualifications, eligibility, and suitability of health care professionals who apply for Reserve of the Air Force appointment or interservice transfer to the Air Force.

[51 FR 20277, June 4, 1986, as amended at 54 FR 13521, Apr. 4, 1989; corrected at 54 FR 14957, Apr. 14, 1989]

PART 1286—DEFENSE LOGISTICS AGENCY PRIVACY PROGRAM

Sec.

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Authority: Privacy Act of 1974, Pub. L. 93–579, Stat. 1896 (5 U.S.C. 552a).

Source: 51 FR 33595, Sept. 22, 1986

§ 1286.1 Purpose and scope.

This Part 1286 implements the Privacy Act of 1974 (5 U.S.C. 552a) and DoD Directive and DoD Regulation 5400.11, Department of Defense Privacy Program (32 CFR Part 286a). It applies to Headquarters, Defense Logistics Agency (HQ DLA) and all DLA field activities.

§ 1286.2 Policy.

It is the policy of DLA to safeguard personal information contained in any system of records maintained by DLA activities and to make that information available to the individual to whom it pertains to the maximum extent practicable. DLA policy specifically requires that DLA activities:

(a) Collect, maintain, use, and disseminate personal information only when it is relevant and necessary to achieve a purpose required by statute or Executive Order.

(b) Collect personal information directly from the individuals to whom it pertains to the greatest extent practical.

(c) Inform individuals who are asked to supply personal information for inclusion in any system of records:

(1) The authority for the solicitation.

(2) Whether furnishing the information is mandatory or voluntary.

(3) The intended uses of the information.

(4) The routine disclosures of the information that may be made outside DoD.

(5) The effect on the individual of not providing all of any part of the requested information.

(d) Ensure that all records used in making determinations about individuals are accurate, relevant, timely, and complete.

(e) Make reasonable efforts to ensure that records containing personal information are accurate, relevant, timely, and complete for the purposes for which they are being maintained before making them available to any recipients outside DoD, other than a Federal agency, unless the disclosure is made under DLAR 5400.14, Availability to the Public of Official Information (32 CFR Part 1285).

(f) Keep no record that describes how individuals exercise their rights guaranteed by the First Amendment of the U.S. Constitution, unless expressly authorized by statute or by the individual to whom the records pertain or is pertinent to and within the scope of an authorized law enforcement activity.

(g) Make reasonable efforts, when appropriate, to notify individuals whenever records pertaining to them are made available under compulsory legal process, if such process is a matter of public record.

(h) Establish safeguards to ensure the security of personal information and to protect this information from threats or hazards that might result in substantial harm, embarrassment, inconvenience, or unfairness to the individual.

(i) Establish rules of conduct for DoD personnel involved in the design, development, operation, or maintenance of any system of records and train them in these rules of conduct.

(j) Assist individuals in determining what records pertaining to them are being collected, maintained, used, or disseminated.

(k) Permit individual access to the information pertaining to them maintained in any system of records, and to correct or amend that information, unless an exemption for the system has been properly established for an important public purpose.

(l) Provide, on request, an accounting of all disclosures of the information pertaining to them except when disclosures are made.

(1) To DoD personnel in the course of their official duties.

(2) Under 32 CFR Part 1285 (DLAR 5400.14).

(m) Advise individuals on their rights to appeal any refusal to grant access to or amend any record pertaining to them, and to file a statement of disagreement with the record in the event amendment is refused.

§ 1286.3 Definitions.

(a) *Access.* The review of a record or a copy of a record or parts thereof in a system of records by any individual.

(b) *Agency.* For the purpose of disclosing records subject to the Privacy Act among DoD Components, the Department of Defense is considered a single agency. For all other purposes including applications for access and amendment, denial of access or amendment, appeals from denials, and recordkeeping as regards release to non-DoD agencies, DLA is considered an agency within the meaning of the Privacy Act.

(c) *Confidential source.* A person or organization who has furnished information to the Federal Government under an express promise that the person's or the organization's identity will be held in confidence or under an implied promise of such confidentiality if this implied promise was made before September 27, 1975.

(d) *Disclosure.* The transfer of any personal information from a system of records by any means of communication to any person, private entity, or Government agency, other than the subject of the record, the subject's designated agent or the subject's legal guardian.

(e) *Individual.* A living citizen of the United States or an alien lawfully admitted to the United States for permanent residence. The legal guardian of an individual has the same rights as the individual and may act on his or her behalf.

(f) *Individual access.* Access to information pertaining to the individual by the individual or his or her designated agent or legal guardian.

(g) *Maintain.* Includes maintain, collect, use, or disseminate.

(h) *Member of the public.* Any individual or party acting in a private capacity to include Federal employees or military personnel.

(i) *Official use.* Within the context of this part, this term is used when officials and employees of a DLA activity have a demonstrated need for the use of any record or the information contained therein in the performance of their official duties.

(j) *Personal information.* Information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official functions or public life.

(k) *Privacy Act.* The Privacy Act of 1974, as amended, 5 U.S.C. 552a.

(l) *Privacy Act request.* A request from an individual for notification as to the existence of, access to, or amendment of records pertaining to that individual. These records must be maintained in a system of records. The request must indicate that it is being made under the Privacy Act to be considered a Privacy Act request.

(m) *Record.* Any item, collection, or grouping of information about an individual that is maintained by DLA, including, but not limited to, the individual's education, financial transactions, medical history, and criminal or employment history, and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(n) *Risk assessment.* An analysis considering information sensitivity, vulnerabilities, and the cost to a computer facility or word processing activity in safeguarding personal information processed or stored in the facility or activity.

(o) *Routine use.* The disclosure of a record outside DoD for a use that is compatible with the purpose for which the information was collected and maintained by DoD. The routine use must be included in the published system notice for the system of records involved.

(p) *Statistical record.* A record maintained only for statistical research or reporting purposes and not used in whole or in part in making determinations about specific individuals.

(q) *System of Records.* A group of records under the control of a DLA activity from which information is retrieved by the individual's name or by some identifying number, symbol, or other identifying particular assigned to the individual. System notices for all Privacy Act systems of records must be published in the **Federal Register**.

§ 1286.4 Responsibilities.

(a) Headquarters Defense Logistics Agency.

(1) The Chief, Resources Management Division, Office of Administration (DLA–XA) will:

(i) Formulate policies, procedures, and standards necessary for uniform compliance with the Privacy Act by DLA activities.

(ii) Serve as the DLA Privacy Act Officer and DLA representative on the Defense Privacy Board.

(iii) Maintain a master registry of system notices published by DLA.

(iv) Develop or compile the rules, notices, and reports required under this part.

(2) The General Counsel, DLA (DLA–G) will:

(i) Serve as the appellate authority for denials of individual access and amendment of records.

(ii) Provide representation to the Defense Privacy Board Legal Committee.

(iii) Advise the Defense Privacy Office on the status of DLA privacy litigation.

(3) The Command Security Officer, Office of Command Security, DLA (DLA–T) will formulate and implement protective standards for personal information maintained in automated data processing systems and facilities.

(b) The Heads of DLA Primary Level Field Activities (PLFAs) will:

(1) Ensure that the collection, maintenance, use, or dissemination of records of identifiable personal information is in a manner that assures that such action is for a necessary and lawful purpose; that the information is timely and accurate for its intended use; and that adequate safeguards are provided to prevent misuse of such information.

(2) Designate a Privacy Act Officer to serve as the principal point of contact on privacy matters.

(3) Ensure the internal operating procedures provide for effective compliance with the Privacy Act.

(4) Establish a training program for those personnel whose duties involve responsibilities for systems of records affected by the Privacy Act.

§ 1286.5 Procedures.

(a) *Individual access.* (1) The access provisions of this part are intended for use by individuals whose records are maintained in systems of records. Release of personal information to individuals under this part is not considered public release of information.

(2) Individuals will address requests for access to personal information about themselves in a system of records to the system manager or to the office designated in the system notice. Before being granted access to personal data, an individual may be required to provide reasonable verification of his or her identity. Identity verification procedures will be simple so as not to discourage individuals from seeking access to information about themselves; or be required of an individual seeking access to records which normally would be available under 32 CFR Part 1285 (DLAR 5400.14).

(i) Normally, when individuals seek personal access to records pertaining to themselves, identification will be made from documents that normally are readily available, such as employee and military identification cards, driver's license, other licenses, permits, or passes used for routine identification purposes.

(ii) When access is requested by mail, identity verification may consist of the individual providing certain minimum identifying data, such as full name, date and place of birth, or such other personal information necessary to locate the record sought. If the information sought is sensitive, additional identifying data may be required. If notarization of requests is required, procedures will be established for an alternate method of verification for individuals who do not have access to notary services, such as military members overseas.

(3) If an individual wishes to be accompanied by a third party when seeking access to his or her records or to have the records released directly to a third party, the individual may be required to furnish a signed access authorization granting the third party access. An individual will not be refused access to his or her record solely for failure to divulge his or her social security number (SSN) unless it is the only method by which retrieval can be made. The individual is not required to explain or justify his or her need for access to any record under this part.

(4) Disclose medical records to the individual to whom they pertain, even if a minor, unless a judgment is made that access to such records could have an adverse effect on the mental or physical health of the individual. Normally, this determination will be made in consultation with a medical doctor. If it is determined that the release of the medical information may be harmful to the mental or physical health of the individual, send the record to a physician named by the individual and in the transmittal letter to the physician, explain why access by the individual without proper professional supervision could be harmful (unless it is obvious from the record). Do not require the physician to request the records for the individual. If the individual refuses or fails to designate a physician, the record will not be provided. Such refusal of access is not considered a denial for reporting purposes.

(5) Requests by individuals for access to investigatory records pertaining to themselves and compiled for law enforcement purposes are processed under this part or 32 CFR Part 1285 depending on which part gives them the greatest degree of access.

(6) Certain documents under the physical control of DoD personnel and used to assist them in performing official functions, are not considered "agency records" within the meaning of this part. Uncirculated personal notes and records that are not disseminated or circulated to any person or organization (for example, personal telephone lists or memory aids) that are retained or discarded at the author's discretion and over which DLA exercises no direct control, are not considered agency records. However, if personnel are officially directed or encouraged, either in writing or orally, to maintain such records, they may become "agency records," and may be subject to the Privacy Act of 1974 (5 U.S.C. 552a) and this part.

(7) Acknowledge requests for access within 10 working days after receipt and provide access within 30 working days.

(b) *Denial of individual access.* (1) Individuals may be formally denied access to a record pertaining to them only if the record was compiled in reasonable anticipation of civil action; is in a system of records that has been exempted from the access provisions of this part under one of the permitted exemptions; contains classified information that has been exempted from the access provision of this part under the blanket exemption for such material claimed for all DoD records systems; or is contained in a system of records for which access may be denied under some other Federal statute. Only deny the individual access to those portions of the records from which the denial of access serves some legitimate Governmental purpose.

(2) An individual may be refused access if the record is not described well enough to enable it to be located with a reasonable amount of effort on the part of an employee familiar with the file; or access is sought by an individual who fails or refuses to comply with the established procedural requirements, including refusing to name a physician to receive medical records when required or to pay fees. Always explain to the individual the specific reason access has been refused and how he or she may obtain access.

(3) Formal denials of access must be in writing and include as a minimum:

(i) The name, title or position, and signature of the appropriate Head of the HQ DLA principal staff element or primary level field activity.

(ii) The date of the denial.

(iii) The specific reason for the denial, including specific citation to the appropriate sections of the Privacy Act of 1974 (5 U.S.C. 552a) or other statutes, this part, or DLAR 5400.21 authorizing the denial.

(iv) Notice to the individual of his or her right to appeal the denial within 60 calendar days.

(v) The title or position and address of the Privacy Act appeals official, DLA-G, Cameron Station, Alexandria, VA 22304-6100.

(4) The individual will file any appeals from denial of access within 60 calendar days of receipt of the denial notification. DLA-G will process all appeals within 30 days of receipt unless a fair and equitable review cannot be made within that period. The written appeal notification granting or denying access is the final DLA action on access.

(5) The records in all systems of records maintained in accordance with the Office of Personnel Management (OPM) Government-wide system notices are technically only in the temporary custody of DLA. All requests for access to these records must be processed in accordance with the Federal Personnel Manual (5 CFR Parts 293, 294, 297 and 735) as well as this part. DLA-G is responsible for the appellate review of denial of access to such records.

(c) *Amendment of records.* (1) Individuals are encouraged to review the personal information being maintained about them by DLA and to avail themselves of the procedures established by this part to update their records. An individual may request the amendment of any record contained in a system of records pertaining to him or her unless the system of record has been exempted specifically from the amendment procedures of this part. Normally, amendments under this part are limited to correcting factual matters and not matters of official judgment, such as performance ratings promotion potential, and job performance appraisals.

(2) The applicant must adequately support his or her claim and may be required to provide identification to ensure that they are indeed seeking to amend a record pertaining to themselves and not, inadvertently or intentionally, the record of others. Consider the following factors when evaluating the sufficiency of a request to amend:

(i) The accuracy of the information itself.

(ii) The relevancy, timeliness, completeness, and necessity of the recorded information for accomplishing an assigned mission or purpose.

(3) Provide written acknowledgement of a request to amend within 10 working days of its receipt by the appropriate systems manager. There is no need to acknowledge a request if the action is completed within 10 working days and the individual is so informed. The letter of acknowledgement shall clearly identify the request and advise the individual when he or she may expect to be notified of the completed action. Only under the most exceptional circumstances will more than 30 days be

required to reach a decision on a request to amend.

(4) If the decision is made to grant all or part of the request for amendment, amend the record accordingly and notify the requester. Notify all previous recipients of the information, as reflected in the disclosure accounting records, that an amendment has been made and the substance of the amendment. Recipients who are known to be no longer retaining the information need not be advised of the amendment. All DoD Components and Federal agencies known to be retaining the record or information, even if not reflected in disclosure records, will be notified of the amendment. Advise the requester of these notifications, and honor all requests by the requester to notify specific Federal agencies of the amendment action.

(5) If the request for amendment is denied in whole or in part, promptly advise the individual in writing of the decision to include:

(i) The specific reason and authority for not amending.

(ii) Notification that he or she may seek further independent review of the decision by the Office of General Counsel, DLA (DLA-G).

(6) Individual appeals of amendment denials must be submitted to the Office of General Counsel, DLA (DLA-G), Cameron Station, Alexandria, Virginia, 22304-6100 with all supporting materials. DLA-G will process all appeals within 30 days unless a fair review cannot be made within this time limit.

(i) If the appeal is granted, DLA-G will promptly notify the requester and system manager of the decision. The system manager will amend the record(s) as directed and ensure that all prior known recipients of the records who are known to be retaining the record are notifed of the decision and the specific nature of the amendment and that the requester is notified as to which DoD Components and Federal agencies have been told of the amendment.

(ii) If the appeal is denied completely or in part, the individual is notified in writing by the reviewing official that:

(A) The appeal has been denied and the specific reason and authority for the denial.

(B) The individual may file a statement of disagreement with the appropriate authority and the procedures for filing this statement.

(C) If filed properly, the statement of disagreement shall be included in the records, furnished to all future recipients of the records, and provided to all prior recipients of the disputed records who are known to hold the record.

(D) The individual may seek a judicial review of the decision not to amend.

(7) The records in all systems of records controlled by the Office of Personnel Management (OPM) Government-wide system notices are technically only temporarily in the custody of DLA. All requests for amendment of these records must be processed in accordance with the Federal Personnel Manual (FPM). A DLA denial authority may deny a request. However, the appeal process for all such denials must include a review by the Assistant Director for Agency Compliance and Evaluation, Office of Personnel Management, 1900 E Street, NW, Washington, DC 20415. When an appeal is received from a DLA denial of amendment of the OPM controlled record, process the appeal in accordance with the FPM and notify the OPM appeal authority listed above. The individual may appeal any DLA decision not to amend the OPM records directly to OPM. OPM is the final review authority for any appeal from a denial to amend the OPM records.

(8) If the reviewing authority refuses to amend the record as requested, the individual may submit a concise statement of disagreement setting forth his or her reasons for disagreeing with the decision not to amend.

(i) If an individual chooses to file a statement of disagreement, annotate the record to indicate that the statement has been filed. Furnish copies of the statement of disagreement to all DoD Components and Federal agencies that have been provided copies of the disputed information and who may be maintaining the information.

(ii) When possible, incorporate the statement of disagreement into the record. If the statement cannot be made a part of the record, establish procedures to ensure that it is apparent from the records that a statement of disagreement has been filed and maintain the statement so that it can be obtained readily when the disputed information is used or disclosed. Automated record systems that are not programmed to accept statements of disagreement shall be annotated or coded so that they clearly indicate that a statement of disagreement is on file, and clearly identify the statement with the disputed information in the system. Provide a copy of the statement of disagreement whenever the disputed information is disclosed for any purpose.

(9) A summary of reasons for refusing to amend may be included with any record for which a statement of disagreement is filed. Include in this summary only the reasons furnished to the individual for not amending the record. Do not include comments on the statement of disagreement. Normally, the summary and statement of disagreement are filed together. When disclosing information for which a summary has been filed, a copy of the summary may be included in the release, if desired.

(d) *Documentation.* Establish a separate Privacy Case File to retain the documentation received and generated during the amendment or access process. There is no need to establish a Privacy Case File if the individual has not cited the Privacy Act or this part. Privacy Case Files shall not be furnished or disclosed to anyone for use in making any determination about the individual other than determinations made under this part. Only the items listed below may be included in the system of records challenged for amendment or for which access is sought. Do not retain copies of unamended records in the basis record system if the request for amendment is granted.

(1) The following items relating to an amendment request may be included in the disputed record system:

(i) Copies of the amended record.

(ii) Copies of the individual's statement of disagreement.

(iii) Copies of activity summaries.

(iv) Supporting documentation submitted by the individual.

(2) The following items relating to an access request may be included in the basic records system:

(i) Copies of the request.

(ii) Copies of the activity action granting total access. (Note: A separate Privacy Case File need not be created in such cases.)

(iii) Copies of the activity action denying access.

(iv) Copies of any appeals filed.

(v) Copies of the reply to the appeal.

(e) *Fees.* An individual may be charged only for the direct cost of copying and reproduction, computed using the appropriate portions of the fee schedule in DLAR 5400.14 (32 CFR Part 1285) under the provisions of this part. Normally, fees are waived automatically if the direct costs of a given request is less than $30. This fee waiver provision does not apply when a waiver has been granted to the individual before, and later requests appear to be an extension or duplication of that original request. DLA activities may, however, set aside this automatic fee waiver provision when on the basis of good evidence it determines that the waiver of fees is not in the public interest. Decisions to waive or reduce fees that exceed the automatic waiver threshold will be made on a case-by-case basis. Fees may not be charged when:

(1) Copying is performed for the convenience of the Government or is the only means to make the record available to the individual.

(2) The record may be obtained without charge under any other part, directive, or statute.

(3) Providing documents to members of Congress for copying records furnished even when the records are requested under the Privacy Act on behalf of a constituent.

(f) *Disclosures of personal information.* (1) For the purposes of disclosure and disclosure accounting, the Department of Defense is considered a single agency. Records pertaining to an individual may be disclosed without the consent of the individual to any DoD official who has need for the record in the performance of his or her assigned duties. Do not disclose personnel information from a system of records outside the Department of Defense unless the record has been requested by the individual to whom it pertains; the written consent of the individual to whom the record pertains has been obtained for release of the record to the requesting agency, activity, or individual; or the release is for one of the specific nonconsensual purposes set forth in this part or DLAR 5400.14, (32 CFR Part 1285).

(2) Except for releases made in accordance with DLAR 5400.14, (32 CFR Part 1285) before disclosing any personal information to any recipient outside DoD other than a Federal agency or the individual to whom it pertains;

(i) Ensure that the records are accurate, timely, complete, and relevant for agency purposes.

(ii) Contact the individual, if reasonably available, to verify the accuracy, timeliness, completeness, and relevancy of the information, if this cannot be determined from the record.

(iii) If the information is not current and the individual is not reasonably available, advise the recipient that the information is believed accurate as of a specific date and any other known factors bearing on its accuracy and relevancy.

(3) All records must be disclosed if their release is required by the Freedom of Information Act. DLAR 5400.14, (32 CFR Part 1285) requires that records be made available to the public unless exempted from disclosure by one of the nine exemptions found in the Freedom of Information Act. The standard for exempting most personal records, such as personnel records, medical records, and similar records, is found in DLAR 5400.14, section IIIG6 (32 CFR 1285.3(f). Under the exemption, release of personal information can only be denied when its release would be a "clearly unwarranted invasion of personal privacy."

(i) All disclosures of personal information regarding Federal civilian employees will be made in accordance with the Federal Personnel Manual. Some examples of personal information regarding DoD civilian employees that normally may be released without a clearly unwarranted invasion of personal privacy include:

(A) Name.

(B) Present and past position titles.

(C) Present and past grades.

(D) Present and past salaries.

(E) Present and past duty stations.

(F) Office and duty telephone numbers.

(ii) All release of personal information regarding military members shall be made in accordance with the standards established by DLAR 5400.14, (32 CFR Part 1285). While it is not possible to identify categorically information that must be released or withheld from military personnel records in every instance, the following items of personal information regarding military members normally may be disclosed without a clearly unwarranted invasion of their personal privacy:

(A) Full name.

(B) Rank.

(C) Date of rank.

(D) Gross salary.

(E) Past duty assignments.

(F) Present duty assignment.

(G) Future assignments that are officially established.

(H) Office or duty telephone numbers.

(I) Source of commission.

(J) Promotion sequence number.

(K) Awards and decorations.

(L) Attendance at professional military schools.

(M) Duty status at any given time.

(iii) All releases of personal information regarding civilian personnel not subject to the FPM shall be made in accordance with the standards established by DLAR 5400.14 (32 CFR Part 1285). While it is not possible to identify categorically those items of personal information that must be released regarding civilian employees not subject to the FPM, such as nonappropriated fund employees, normally the following items may be released without a clearly unwarranted invasion of personal privacy:

(A) Full name.

(B) Grade or position.

(C) Date of grade.

(D) Gross salary.

(E) Present and past assignments.

(F) Future assignments, if officially established.

(G) Office or duty telephone numbers.

(4) A request for a home address or telephone number may be referred to the last known address of the individual for a direct reply by him or her to the requester. In such cases the requester will be notified of the referral. The release of home addresses and home telephone numbers normally is considered a clearly unwarranted invasion of personal privacy and is prohibited. However, these may be released without prior specific consent of the individual if:

(i) The individual has indicated previously that he or she has no objection to their release.

(ii) The source of the information to be released is a public document such as commercial telephone directory or other public listing.

(iii) The release is required by Federal statute (for example, pursuant to Federally-funded state programs to locate parents who have defaulted on child support payments (42 U.S.C. Section 653).)

(iv) The releasing official releases the information under the provisions of DLAR 5400.14, (32 CFR Part 1285).

(5) Records may be disclosed outside DoD without consent of the individual to whom they pertain for an established routine use. Routine uses may be established, discontinued, or amended without the consent of the individuals involved. However, new or changed routine uses must be published in the **Federal Register** at least 30 days before actually disclosing any records under their provisions. In addition to the routine uses established by the individual system notices, common blanket routine uses for all DLA-maintained systems of records have been established. These blanket routine uses are published in DLAH 5400.1,[1] DLA Systems of Records Handbook. Unless a system notice specifically excludes a system from a given blanket routine use, all blanket routine uses apply.

(6) Records in DLA systems of records may be disclosed without the consent of the individuals to whom they pertain to the Bureau of the Census for purposes of planning or carrying out a census survey or related activities.

(7) Records may be disclosed for statistical research and reporting without the consent of the individuals to

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[1] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

whom they pertain. Before such disclosures, the recipient must provide advance written assurance that the records will be used as statistical research or reporting records; the records will only be transferred in a form that is not individually identifiable; and the records will not be used, in whole or in part, to make any determinations about the rights, benefits, or entitlements of specific individuals. A disclosure accounting is not required.

(8) Records may be disclosed without the consent of the individual to whom they pertain to the National Archives and Records Administration (NARA) if they have historical or other value to warrant continued preservation; or for evaluation by NARA to determine if a record has such historical or other value. Records transferred to a Federal Record Center (FRC) for safekeeping and storage do not fall within this category. These remain under the control of the transferring activity, and the FRC personnel are considered agents of the activity which retain control over the records. No disclosure accounting is required for the transfer of records to FRCs.

(9) Records may be disclosed without the consent of the individual to whom they pertain to another agency or an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity, provided the civil or criminal law enforcement activity is authorized by law; the head of the law enforcement acitivity or a designee has made a written request specifying the particular records desired and the law enforcement purpose (such as criminal investigations, enforcement of civil law, or a similar propose) for which the record is sought; and there is no Federal statute that prohibits the disclosure of the records. Normally, blanket requests for access to any and all records pertaining to an individual are not honored. When a record is released to a law enforcement activity, maintain a disclosure accounting. This disclosure accounting will not be made available to the individual to whom the record pertains if the law enforcement activity requests that the disclosure not be released.

(10) Records may be disclosed without the consent of the individual to whom they pertain if disclosure is made under compelling circumstances affecting the health or safety of any individual. The affected individual need not be the subject of the record disclosed. When such a disclosure is made, notify the individual who is the subject of the record. Notification sent to the last known address of the individual as reflected in the records is sufficient.

(11) Records may be disclosed without the consent of the individual to whom they pertain to either House of the Congress or to any committee, joint committee or subcommittee of Congress if the release pertains to a matter within the jurisdiction of the committee. Records may also be disclosed to the General Accounting Office (GAO) in the course of the activities of GAO.

(12) Records may be disclosed without the consent of the person to whom they pertain under a court order signed by a judge of a court of competent jurisdiction. Releases may also be made under the compulsory legal process of Federal or state bodies having authority to issue such process.

(i) When a record is disclosed under this provision, make reasonable efforts to notify the individual to whom the record pertains, if tne legal process is a matter of public record.

(ii) If the process is not a matter of public record at the time it is issued, seek to be advised when the process is made public and make reasonable efforts to notify the individual at that time.

(iii) Notification sent to the last known address of the individual as reflected in the records is considered reasonable effort to notify. Make a disclosure accounting each time a record is disclosed under a court order or compulsory legal process.

(13) Certain personal information may be disclosed to consumer reporting agencies as defined by the Federal Claims Collection Act. Information which may be disclosed to a consumer reporting agency includes:

(i) Name, address, taxpayer identification number (SSN), and other information necessary to establish the identity of the individual.

(ii) The amount, status, and history of the claim.

(iii) The agency or program under which the claim arose.

(g) *Disclosure accounting.* (1) Keep an accurate record of all disclosures made from any system of records except disclosures to DoD personnel for use in the performance of their official duties or under DLAR 5400.14 (32 CFR Part 1285). In all other cases a disclosure accounting is required even if the individual has consented to the disclosure of the information pertaining to him or her.

(2) Use any system of disclosure accounting that will provide the necessary disclosure information. As a minimum, disclosure accounting will contain the date of the disclosure, a description of the information released, the purpose of the disclosure, the name and address of the person or agency to whom the disclosure was made. When numerous similar records are released (such as transmittal of payroll checks to a bank), identify the category of records disclosed and include the data required in some form that can be used to construct an accounting disclosure record for individual records if required. Retain disclosure accounting records for 5 years after the disclosure or the life of the record, whichever is longer.

(3) Make available to the individual to whom the record pertains all disclosure accountings except when the disclosure has been made to a law enforcement activity and the law enforcement activity has requested that disclosure not be made, or the system of records has been exempted from the requirement to furnish the disclosure accounting. If disclosure accountings are not maintained with the record and the individual requests access to the accounting, prepare a listing of all disclosures and provide this to the individual upon request.

(h) *Collecting personal information.* (1) Collect to the greatest extent practicable personal information directly from the individual to whom it pertains if the information may be used in making any determination about the rights, privileges, or benefits of the individual under any Federal program.

(2) When an individual is requested to furnish personal information about himself or herself for inclusion in a system of records, a Privacy Act Statement is required regardless of the medium used to collect the information (forms, personal interviews, stylized formats, telephonic interviews, or other methods). The statement enables the individual to make an informed decision whether to provide the information requested. If the personal information solicited is not to be incorporated into a system of records, the statement need not be given. The Privacy Act Statement shall be concise, current, and easily understood. It must include:

(i) The specific Federal statute or Executive Order that authorizes collection of the requested information.

(ii) The principal purpose or purposes for which the information is to be used.

(iii) The routine uses that will be made of the information.

(iv) Whether providing the information is voluntary or mandatory.

(v) The effects on the individual if he or she chooses not to provide the requested information.

(3) The Privacy Act Statement may appear as a public notice (sign or poster), conspicuously displayed in the area where the information is collected, such as at check-cashing facilities or identification photograph facilities. The individual normally is not required to sign the Privacy Act Statement. Provide the individual a written copy of the Privacy Act Statement upon request. This must be done regardless of the method chosen to furnish the initial advisement.

(4) Include in the Privacy Act Statement specifically whether furnishing the requested personal data is mandatory or voluntary. A requirement to furnish personal data is mandatory only when a Federal statute, Executive order, regulation, or other lawful order specifically imposes a duty on the individual to provide the information sought, and the individual is subject to a penalty if he or she fails to provide the requested information. If providing the information is only a condition of a prerequisite to granting a benefit or privilege and the individual has the option of requesting the benefit or privilege, providing the information is always voluntary. However, the loss or denial of the privilege, benefit, or entitlement sought may be listed as a consequence of not furnishing the requested information.

(5) It is unlawful for any Federal, state, or local government agency to deny an individual any right, benefit, or privilege provided by law because the individual refuses to provide his or her social security number (SSN). However, if a Federal statute requires that the SSN be furnished or if the SSN is required to verify the identity of the individual in a system of records that was established and in use before January 1, 1975, and the SSN was required as an identifier by a statute or regulation adopted before that date, this restriction does not apply.

(i) When an individual is requested to provide his or her SSN, he or she must be told:

(A) The uses that will be made of the SSN.

(B) The statute, regulation, or rule authorizing the solicitation of the SSN.

(C) Whether providing the SSN is voluntary or mandatory.

(ii) Include in any systems notice for any system of records that contains SSNs a statement indicating the authority for maintaining the SSN and the source of the SSNs in the system. If the SSN is obtained directly from the individual indicate whether this is voluntary or mandatory.

(iii) Upon entrance into Military Service of civilian employment with DoD, individuals are asked to provide their SSNs. The SSN becomes the service or employment number for the individual and is used to establish personnel, financial, medical, and other official records. After an individual has provided his or her SSN for the purpose of establishing a record, a Privacy Act Statement is not required if the individual is only requested to furnish or verify the SSNs for identification purposes in connection with the normal use of his or her records. However, if the SSN is to be written down and retained for any purpose by the requesting official, the individual must be provided a Privacy Act Statement.

(6) DLAR 7760.1, Forms Management Program,[2] provides guidance on administrative requirements for Privacy Act Statements used with DLA forms. Forms subject to the Privacy Act issued by other Federal agencies have a Privacy Act Statement attached or included. Always ensure that the statement prepared by the originating agency is adequate for the purpose for which the form will be used by the DoD activity. If the Privacy Act Statement provided is inadequate, the activity concerned will prepare a new statement of a supplement to the existing statement before using the form. Forms issued by agencies not subject to the Privacy Act (state, municipal, and other local agencies) do not contain Privacy Act Statements. Before using a form prepared by such agencies to collect personal data subject to this part, an appropriate Privacy Act Statement must be added.

(i) *Systems of records.* (1) To be subject to this part, a "system of records" must consist of records retrieved by the name of an individual or some other personal identifier and be under the control of a DLA activity. Records in a group of records that may be retrieved by a name or personal identifier are not covered by this part. The records must be, in fact, retrieved by name or other personal identifier to become a system of records for the purpose of this part.

(2) Retain in a system of records only that personal information which is relevant and necessary to accomplish a purpose required by a Federal statute or an Executive Order. The existence of a statute or Executive order mandating that maintenance of a system of records does not abrogate the responsibility to ensure that the information in the system of records is relevant and necessary.

(3) Do not maintain any records describing how an individual exercises his or her rights guaranteed by the First Amendment of the U.S. Constitution unless expressly authorized by Federal statute or the individual. First Amendment rights include, but are not limited to, freedom of religion, freedom of political beliefs, freedom of speech, freedom of the press, the right to assemble, and the right to petition.

(4) Maintain all personal information used to make any determination about an individual with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to ensure fairness to the individual in making any such determination. Before disseminating any personal information from a system of records to any person outside DoD, other than a Federal agency, make reasonable efforts to ensure that the information to be disclosed is accurate, relevant, timely, and complete for the purpose it is being maintained.

(5) Establish appropriate administrative, technical and physical safeguards to ensure that the records in every system of records are protected from unauthorized alteration or disclosure and that their confidentiality is protected. Protect the records against reasonably anticipated threats or hazards. Tailor safeguards specifically to the vulnerabilities of the system and the type of records in the system, the sensitivity of the personal information stored, the storage medium used and, to a degree, the number of records maintained.

(i) Treat all unclassified records that contain personal information that normally would be withheld from the public as if they were designated "For Official Use Only" and safeguard them in accordance with the standards established by DLAR 5400.14 (32 CFR Part 1285) even if they are not marked "For Official Use Only."

(ii)Special, administrative, physical, and technical procedures are required to protect data that are stored or being processed temporarily in an automated data processing (ADP) system or in a word processing activity to protect it against threats unique to those environments (see DLAM 5200.1, ADP Security Manual,[3] and Appendix D of this part).

(6) Dispose of records containing personal data so as to prevent inadvertent compromise. Disposal methods such as tearing, burning,

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[2] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

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melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation are considered adequate if the personal data is rendered unrecognizable or beyond reconstruction.

(i) The transfer of large quantities of records containing personal data (for example, computer cards and printouts) in bulk to a disposal activity, such as the Defense Property Disposal Office, is not a release of personal information under this part. The sheer volume of such transfers makes it difficult or impossible to identify readily specific individual records.

(ii) When disposing of or destroying large quantities of records containing personal information, care must be exercised to ensure that the bulk of the records is maintained so as prevent specific records from being readily identified. If bulk is maintained, no special procedures are required.

(7) When DLA contracts for the operation or maintenance of a system of records or a portion of a system of records by a contractor, the record system or the portion of the record system affected are considered to be maintained by DLA and are subject to this part. The activity concerned is responsible for applying the requirements of this part to the contractor. The contractor and its employees are to be considered employees of DLA for purposes of the sanction provisions of the Privacy Act during the performance of the contract. See the Federal Acquisition Regulation (FAR), section 24.000 (48 CFR Chapter 1).

(j) *System Notices.* (1) A notice of the existence of each system of records must be published in the **Federal Register.** While system notices are not subject to formal rulemaking procedures, advance public notice must be given before an activity may begin to collect personal information or use a new system of records. The notice procedures require that:

(i) The system notice describes the contents of the record system and the routine uses for which the information in the system may be released.

(ii) The public be given 30 days to comment on any proposed routine uses before implementation.

(iii) The notice contains the date on which the system will become effective.

(2) Appendix A of this part discusses the specific elements required in a system notice. DLAH 5400.1 [4] contains systems notices published by DLA.

(3) In addition to system notices, reports are required for new and altered systems of records. The criteria of these reports are outlined in Appendixes B and C of this part. No report is required for amendments to existing systems which do not meet the criteria for altered record systems.

(4) System managers shall evaluate the information to be included in each new system before establishing the system and evaluate periodically the information contained in each existing system of records for relevancy and necessity. Such a review will also occur when a system notice amendment or alteration is prepared. Consider the following:

(i) The relationship of each item of information retained and collected to the purpose for which the system is maintained.

(ii) The specific impact on the purpose or mission of not collecting each category of information contained in the system.

(iii) The possibility of meeting the informational requirements through use of information not individually identifiable or through other techniques, such as sampling.

(iv) The length of time each item of personal information must be retained.

(v) The cost of maintaining the information.

(vi) The necessity and relevancy of the information to the purpose for which it was collected.

(5) Systems notices and reports of new and altered systems will be submitted to DLA-XA as required.

(k) *Exemptions.* The Director, DLA will designate the DLA records which are to be exempted from certain provisions of the Privacy Act. DLA-XA will publish in the **Federal Register** information specifying the name of each designated system, the specific provisions of the Privacy Act from which each system is to be exempted, the reasons for each exemption, and the reason for each exemption of the record system.

(1) *General exemptions.* To qualify for a general exemption, as defined in the Privacy Act, the system of records must be maintained by a system manager who performs as his/her principal function any activity pertaining to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals, and the activities or prosecutors, courts, correctional, probation, pardon, or parole authorities. Such system of records must consist of :

(i) Information compiled for the purpose of identifying individual criminal offenders and alleged offenders and containing only identifying data and notations or arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole, and probation status.

(ii) Information compiled for the purpose of a criminal investigation, including reports of informants and investigators, and associated with an identifiable individual.

(iii) Reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal laws from arrest or indictment through release from supervision.

(2) *Specific exemption.* To qualify for a specfic exemption, as defined by the Privacy Act, the systems of records must be:

(i) Specifically authorized under criteria established by an Executive Order to be kept classified in the interest of national defense or foreign policy and are in fact properly classified pursuant to such Executive Order.

(ii) Investigatory material compiled for law enforcement purposes other than material covered under a general exemption. However, an individual will not be denied access to information which has been used to deny him/her a right or privilege unless disclosure would reveal a source who furnished information to the Government under a promise that the identity of the source would be held in confidence. For investigations made after September 27, 1975, the identity of the source may be treated as confidential only if based on the expressed guarantee that the identity would not be revealed.

(iii) Maintained in connection with providing protective services to the President of the United States or other individuals protected pursuant to 18 U.S.C. 3056.

(iv) Used only to generate aggregate statistical data or for other similarly evaluative or analytic purposes, and which are not used to make decisions on the rights, benefits, or entitlements of individuals except for the disclosure of a census record permitted by 13 U.S.C. 8.

(v) Investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, Military Service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the source would be held in confidence, or prior to September 27 1975, under an implied promise that the identity of the source would be held in confidence.

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[4] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

(vi) Testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal service, the disclosure of which would compromise the objectivity or fairness of the testing or elimination process.

(vii) Evaluation material used to determine potential for promotion in the Military Services, but only the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence or prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence. System managers will specify those categories of individuals for whom pledges of confidentiality may be made when obtaining information on an individual's suitability for promotion.

(viii) Exemption rules for DLA systems of records are published in Appendix H of this part.

(l) *Matching Program Procedures.* The OMB has issued special guidelines to be followed in programs that match the personal records in the computerized data bases of two or more Federal agencies by computer (see Appendix E). These guidelines are intended to strike a balance between the interest of the Government in maintaining the integrity of Federal programs and the need to protect individual privacy expectations. They do not authorize matching programs as such and each matching program must be justified individually in accordance with the OMB guidelines.

(1) Forward all requests for matching programs to include necessary routine use amendments and analysis and proposed matching program reports to DLA-XA. Changes to existing matching programs shall be processed in the same manner as a new matching program report.

(2) No time limits are set by the OMB guidelines. However, in order to establish a new routine use for a matching program, the amended system notice must have been published in the **Federal Register** at least 30 days before implementation. Submit the documentation required above to DLA-XA at least 60 days before the proposed initiation date of the matching program. Waivers to the 60 days' deadline may be granted for good cause shown. Requests for waivers will be in writing a fully justified.

(3) For the purpose of the OMB guidelines, DoD and all DoD Components are considered a single agency. Before initiating a matching program using only the records of two or more DoD activities, notify DLA-XA that the match is to occur. Further information may be requested from the activity proposing the match.

(4) System managers shall review annually each system of records to determine if records from the system are being used in matching programs and whether the OMB Guidelines have been complied with.

§ 1286.6 Forms and reports.

DLA activities may be required to provide data under reporting requirements established by the Defense Privacy Office and DLA-XA. Any report established shall be assigned Report Control Symbol DD-COMP(A) 1379.

Appendix A—Instructions for Preparation of System Notices

A. *System identification.* See DLAH 5400.1.[5]

B. *System name.* The name of the system reasonably identifies the general purpose of the system and, if possible, the general categories of individuals involved. Use acronyms only parenthetically following the title or any portion thereof, such as, "Joint Uniform Military Pay System (JUMPS)." Do not use acronyms that are not commonly known unless they are preceded by an explanation. The system name may not exceed 55 character positions including punctuation and spacing.

C. *System location* 1. For systems maintained in a single location provided the exact office name, organizational identity, and address or routing symbol. For geographically or organizationally decentralized systems, specify each level of organization or element that maintains a segment of the system. For automated data systems with a central computer facility and input/output terminals at several geographically separated location, list each location by category.

2. When multiple locations are identified by type of organization, the system location may indicate that official mailing addresses are contained in an address directory published as an appendix to DLAH 5400.1.[6] DLA-XA will obtain information concerning format requirements for preparation of an address directory from the 1st Information Systems Group (1ISG), Room 3A-1066, The Pentagon, Washington, D.C. 20330-6345.

3. If no address directory is used or the addresses in the directory are incomplete, the address of each location where a segment of the record system is maintained must appear under the "System Location" caption. Classified addresses are not listed, but the fact that they are classified is indicated. Use the standard U.S. Postal Service two letter state abbreviation symbols and zip codes for all domestic addresses.

(D) *Categories of individuals covered by the system.* Set forth the specific categories of individuals to whom records in the system pertain in clear, easily understood, nontechnical terms. Avoid the use of broad over-general descriptions, such as "all DLA personnel" or "all civilian personnel" unless this actually reflects the category of individuals involved.

E. *Categories of records in the system.* Describe in clear, nontechnical terms the types of records maintained in the system. Only documents actually retained in the system of records will be described, not source documents that are used only to collect data and the destroyed.

F. *Authority for maintenance of the system.* 1. Cite the specific provisions of the Federal statute or Executive Order that authorizes the maintenance of the system. Include with citations for statutes the popular names, when appropriate (for example, Title 51, United States Code Section 2103, "Tea-Tasters Licensing Act"), and for Executive Orders, the official title (for example, Executive Order No. 9397, "Numbering System for Federal Accounts Relative to Individual Persons").

2. For administrative housekeeping records, cite the directive establishing DLA as well as the Secretary of Defense authority to issue the directive. For example, "Pursuant to the authority contained in the National Security Act of 1947, as amended (10 U.S.C. 133d), the Secretary of Defense has issued DoD Directive 5105.22 (32 CFR Part 359), Defense Logistics Agency (DLA), the charter of the Defense Logistics Agency (DLA) as a separate agency of the Department of Defense under his control. Therein, the Director, DLA, is charged with the responsibility of maintaining all necessary and appropriate records."

G. *Purpose or purposes.* List the specific purposes for maintaining the system of records by the activity. Include the use made of the information within DLA and the Department of Defense (so-called "internal routine uses").

H. *Routine uses.* 1. The blanket routine uses that appear in DLAH 5400.1[7] apply to all systems notices unless the individual system notice specifically states that one or more of them do not apply to the system. For all other routine uses, when practical, list the specific activity to which the record may be released, to include any routine automated system interface (for example, "to the Department of Justice, Civil Rights Compliance Division," "to the Veterans Administration, Office of Disability Benefits," or "to state and local health agencies").

2. For each routine use identified, include a statement as to the purpose or purposes for which the record is to be released to the activity. Do not use general statements, such as, "to other Federal agencies as required" and "to any other appropriate Federal agency."

I. *Policies and practices for storing, retiring, accessing, retaining, and disposing of records.* This caption is subdivided into four parts:

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[5] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

[6] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

[7] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

1. *Storage.* Indicate the medium in which the records are maintained. (For example, a system may be "automated, maintained on magnetic tapes or disks," "manual, maintained in paper files," or "hybrid, maintained in a combination of paper and automated form.") Storage does not refer to the container or facility in which the records are kept.

2. *Retrievability.* Specify how the records are retrieved (for example, name and SSN, name, SSN) and indicate whether a manual or computerized index is required to retrieve individual records.

3. *Safeguards.* List the categories of DLA personnel having immediate access and these responsible for safeguards (such as storage in safes, vaults, locked cabinets or rooms, use of guards, visitors registers, personnel screening, or computer "fail-safe" systems software). Do not describe safeguards in such detail as to compromise system security.

4. *Retention and disposal.* Indicate how long the record is retained. When appropriate, state the length of time the records are maintained by the activity, when they are transferred to a Federal Records Center, length of retention at the Records Center and when they are transferred to the National Archives or are destroyed. A reference to DLAM 5015.1,[8] Files Maintenance and Disposition, or other issuances without further detailed information is insufficient.

J. *System manager or managers and address.* 1. List the title and address of the official responsible for the management of the system. If the title of the specific official is unknown, such as for a local system, specify the local commander or office head as the systems manager.

2. For geographically separated or ogranizationally decentralized activities for which individuals may deal directly with officials at each location in exercising their rights, list the position or duty title of each category of officials responsible for the system or a segment thereof.

3. Do not include business or duty addresses if they are listed in DLAH 5400.1.

K. *Notification procedures.* 1. If the record system has been exempted from subsection (e)(4)(G) the Privacy Act, so indicate.

2. For all nonexempt systems, describe how an individual may determine if there are records pertaining to him or her in the system. The procedural rules may be cited, but include a brief procedural description of the needed data. Provide sufficient information in the notice to allow an individual to exercise his or her rights without referrals to this part.

3. As a minimum, the caption will include:

a. The official title (normally the system manager) and official address to which request is to be directed.

b. The specific information required to determine if there is a record of the individual in the system.

c. Identification of the offices through which the individual may obtain access.

d. A description of any proof of identity required.

4. When appropriate, the individual may be referred to an activity official who shall provide this data to him or her.

L. *Record access procedures.* 1. If the record system has been exempted from subsection (e)(4)(H) of the Privacy Act, so indicate.

2. For all nonexempt record systems, describe the procedures under which individuals may obtain access to the record pertaining to them in the system. When appropriate, the individual may be referred to the system manager or activity official to obtain access procedures. Do not repeat the addresses listed in DLAH 5400.1, but refer the individual to that directory.

M. *Contesting record procedures.* 1. If the record system has been exempted from subsection (e)(4)(H) of the Privacy Act, so indicate.

2. For all nonexempt systems of records, state briefly how an individual may contest the content of a record pertaining to him or her in the system. The detailed procedures for contesting record accuracy, refusal of access or amendment, or initial review and appeal need not be included if they are readily available elsewhere and can be referred to by the public. (For example, "The Defense Logistics Agency rules for contesting contents and for appealing initial determinations are contained in 32 CFR Part.") (DLAR 5400.21).

3. The individual may also be referred to the system manager to determine these procedures.

N. *Record source categories.* 1. If the record system has been exempted from subsection (e)(4)(I) of the Privacy Act, so indicate.

2. For all nonexempt systems of records, list the sources of the information in the system. Specific individuals or institutions need not be identified by name, particularly if these sources have been granted confidentiality.

O. *System exempted from certain provisions of the Privacy Act.* 1. If no exemption has been claimed for the system, indicate "None."

2. If there is an exemption claimed, indicate specifically under which subsection of the Privacy Act is is claimed. Cite the regulation and CFR section containing the exemption rule for the system. (For example, "Parts of this record system may be exempt under Title 5, United States Code, Sections 552a(k)2. and (5), as applicable. See exemption rules contained in 32 CFR Part 1286.") (DLAR 5400.21).

Appendix B—Criteria for New and Altered Record Systems

A. *Criteria for a new record system.* A new system of records is one for which there has been no system notice published in the **Federal Register.** If a notice for a system, of records has been canceled or deleted, before reinstating or reusing the system, a new system notice must be published in the **Federal Register.**

B. *Criteria for an altered record system.* A system is considered altered whenever one of the following actions occurs or is proposed:

1. A significant increase or change in the number or type of individuals about whom records are maintained.

a. Only changes that alter significantly the character and purpose of the records system are considered alterations.

b. Increases in numbers of individuals due to normal growth are not considered alterations unless they truly alter the character and purpose of the system.

c. Increases that change significantly the scope of population covered (for example, expansion of a system of records covering a single PLFA's enlisted personnel to include all of DLA enlisted personnel would be considered an alteration).

d. A reduction in the number of individual covered is not an alteration, but only an amendment.

e. All changes that add new categories of individuals to system coverage require a change to the "Categories of individuals covered by the system" caption of the notice and may require changes to the "Purpose(s)" caption.

2. An expansion in the types or categories of information maintained.

a. The addition of any new category of records not described under the "Categories of Records in System" caption is considered an alteration.

b. Adding a new data element which is clearly within the scope of the categories of records described in the existing notice is an amendment.

c. All changes under this criterion require a change to the "Categories of Records in System" caption of the notice.

3. An alteration in the manner in which the records are organized or the manner in which the records are indexed and retrieved.

a. The change must alter the nature of use or scope of the records involved (for example, combining records systems in a reorganization).

b. Any change under this critera requires a change in the "Retrievability" caption of the system notice.

c. If the records are no longer retrieved by name or personal identifier, cancel the system notice.

4. A change in the purpose for which the information in the system is used.

a. The new purpose must not be compatible with the existing purposes for which the system is maintained or a use that would not reasonably be expected to be an alteration.

b. If the use is compatible and reasonably expected, there is no change in purpose and no alteration occurs.

c. Any change under this criterion requires a change in the "Purpose(s)" caption and may require a change in the "Authority for maintenance of the system" caption.

5. Changes that alter the computer environment (such as changes to equipment configuration, software, or procedures) so as to create the potential for greater or easier access.

a. Increasing the number of offices with direct access is an alteration.

b. Software releases, such as operating systems and system utilities that provide for easier access are considered alterations.

c. The addition of an on-line capability to a previously batch-oriented system is an alteration.

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[8] Copies may be obtained, if needed, from the Defense Logistics Agency, ATTN: DLA-XP, Cameron Station, Alexandria, VA 22304.

d. The addition of peripheral devices such as tape devices, disk devices, card readers, printers, and similar devices to an existing ADP system constitute an amendment if system security is preserved.

e. Changes to existing equipment configuration with on-line capability need not be considered alterations to the system if:

(1) The change does not alter the present security posture.

(2) The addition of terminals does not extend the capacity of the current operating system and existing security is preserved.

f. The connecting of two or more formerly independent automated systems or networks together creating a potential for greater access is an alteration.

g. Any change under this caption requires a change to the "Storage" caption element of the systems notice.

C. *Reports of new and altered systems.* Submit a report of a new or altered system to DLA-XA before collecting information and for using a new system or altering an existing system.

D. *Time restrictions on the operation of a new or altered system.* 1. All time periods begin from the date OSD signs the transmittal letters on the reports to OMB and Congress. The specific time limits are:

a. Sixty days must elapse before collection forms or formal instructions pertaining to the system may be issued.

b. Sixty days must elapse before the system may become operational.

c. Sixty days must elapse before any public issuance of a Request for Proposal or Invitation to Bid for a new ADP or telecommunication system.

Note.—Requests for delegation of procurement authority may be submitted to the General Services Administration during the 60 days' waiting period, but these will include language that the Privacy Act reporting criteria have been reviewed and that a system report is required for such procurement.

d. Normally 30 days must elapse before publication in the **Federal Register** of the notice of a new or altered system and the preamble to the **Federal Register** notice must reflect the date the transmittal letters to OMB and Congress were signed by OSD.

2. Do not operate a system of records until the waiting periods have expired.

E. *Outside review of new and altered systems reports.* If no objections are received within 30 days of a submission to the President of the Senate, Speaker of the House of Representatives, and the Director, OMB, of a new or altered system report, it is presumed that the new or altered systems have been approved as submitted.

F. *Waiver of time restrictions.* 1. The OMB may authorize a Federal agency to begin operation of a system of records before the expiration of time limits described above. When seeking such a waiver, include in the letter of transmittal to DLA-XA an explanation why a delay of 60 days in establishing the system of records would not be in the public interest. The transmittal must include:

a. How the public interest will be affected adversely if the established time limits are followed.

b. Why earlier notice was not provided.

2. Under no circumstances will the routine uses for a new or altered system be implemented before 30 days have elapsed after publication of the system notice containing the routine uses in the **Federal Register**. This period cannot be waived.

Appendix C—Instructions for Preparation of Reports to New or Altered Systems

The report on a new or altered system will consist of a transmittal letter, a narrative statement, and include supporting documentation.

A. *Transmittal Letter.* The transmittal letter shall include any request for waivers. The narrative statement will be attached.

B. *Narrative Statement.* The narrative statement is typed in double space on standard bond paper. The statement includes:

1. *System identification and name.* This caption sets forth the identification and name of the system.

2. *Responsible official.* The name, title, address, and telephone number of the official responsible for the report and to whom inquiries and comments about the report may be directed by Congress, the Office of Management and Budget, or Defense Privacy Office.

3. *Purpose of the system or nature of the change proposed.* Describe the purpose of the new system. For an altered system, describe the nature of the change being proposed.

4. *Authority for the system.* See enclosure 1 of this part.

5. *Number of individuals.* The approximate number of individuals about whom records are to be maintained.

6. *Information on First Amendment activities.* Describe any information to be kept on the exercise of the individual's First Amendment rights and the basis for maintaining it.

7. *Measures to ensure information accuracy.* If the system is to be used to make determinations about the rights, benefits, or entitlements of individuals, describe the measures being established to ensure the accuracy, currency, relevance, and completeness of the information used for these purposes.

8. *Other measures to ensure system security.* Describe the steps taken to minimize the risk of unauthorized access to the system. A more detailed assessment of security risks and specific administrative, technical, and physical safeguards will be available for review upon request.

9. *Relationship to state and local government activities.* Describe the relationship of the system to state or local government activities that are the sources, recipients, or users of the information in the system.

C. *Supporting Documentation.* Item 10 of the narrative is captioned *Supporting Documents.* A positive statement for this caption is essential for those enclosures that are not required to be enclosed. For example, "No changes to the existing DLA procedural or exemption rules (32 CFR Part 1286) are required for this proposed system." List in numerical sequence only those enclosures that are actually furnished. The following are typical enclosures that may be required:

1. For a new system, an advance copy of the system notice which is proposed for publication; for an altered system an advance copy of the notice reflecting the specific changes proposed.

2. An advance copy of any proposed exemption rule if the new or altered system is to be exempted. If there is no exemption, so state in the narrative.

3. Any other supporting documentation that may be pertinent or helpful in understanding the need for the system or clarifying its intended use. While not required, such documentation, when available, is helpful in evaluating the new or altered system.

Appendix D—Word Processing Center (WPC) Safeguards

A. *Minimum Standards of Protection.* All personal data processed using word processing equipment will be afforded the standards of protection required by this regulation. The special considerations discussed in this enclosure are primarily for Word Processing Centers (WPCs) operating independent of the customer's function. However, managers of word processing systems are encouraged to consider and adopt, when appropriate, the special considerations described. WPCs that are not independent of a customer's function are not required to prepare formal written risk assessments.

B. *WPC Information Flow.* In analyzing procedures required to safeguard adequately personal information in a WPC, the basic elements of WPC information flow and control must be considered. These are: Information receipt, information processing, information return, information storage and filing. WPCs do not control information acquisition or its ultimate use by the customers and, therefore, these are not addressed.

C. *Safeguarding Information During Receipt.* 1. The word processing manager will establish procedures:

a. That require each customer who requests that information subject to this DLAR be processed to identify specifically that information to the WPC personnel. This may be done by:

(1) Providing a check-off type entry on the WPC work requests.

(2) Requiring that the WPC work requests be stamped with a special legend, or that a special notation be made on the work requests.

(3) Predesignating specifically a class of documents as coming within the provisions of this DLAR (such as, all officer effectiveness reports, all recall rosters, and all medical protocols).

(4) Using a special cover sheet both to alert the WPC personnel as to the type information, and to protect the document during transmittal.

(5) Requiring an oral warning on all dictation.

(6) Any other procedures that ensure the WPC personnel are alerted to the fact that personal data subject to this DLAR is to be processed.

b. To ensure that the operators or other WPC personnel who receive data for processing not identified as being under the provisions of this DLAR, but that appear to be personal, promptly call the information to the attention of the WPC supervisor or the customer.

c. To ensure that any request for the processing of personal data which the customer has not identified as being in a system of record, and that appears to meet the criteria set forth in this regulation, is called to the attention of the appropriate supervisory personnel and system manager.

2. The WPC supervisor will ensure that personal information is not inadvertently compromised within the WPC.

D. *Safeguarding Information During Processing.* 1. Each WPC supervisor will establish internal safeguards that will protect personal data from compromise while it is being processed.

2. Physical safeguards may include:

a. Controls on individual access to the center.

b. Machine configurations that reduce external access to the information being processed, or arrangements that alert the operator to the presence of others.

c. Using certain specific machines to process personnal data.

d. Any other physical safeguards, to include special technical arrangements that will protect the data during processing.

3. Other safeguards may include:

a. Using only certain selected operators to process personal data.

b. Processing personal data only at certain times during the day without the WPC manager's specific authorization.

c. Using only certain tapes or diskettes to process and store personal data.

d. Using continuous tapes for dictation of personal data.

e. Requiring all WPC copies of documents to be marked specifically so as to prevent inadvertent compromise.

f. Returning extra copies and mistakes to the customer with the product.

g. Disposing of waste containing personal data in a special manner.

h. Any other local procedures that provide adequate protection to the data being processed.

E. *Safeguarding Information During Return.* The WPC shall protect the data until it is returned to the customer or is placed into a formal distribution channel. In conjunction with the appropriate administrative support personnel and the WPC customers, the WPC manager will establish procedures that protect the information from the time word processing is completed until it is returned to the customer. Safeguarding procedures may include:

1. Releasing products only to specifically identified individuals.

2. Using sealed envelopes to transmit products to the customer.

3. Using special cover sheets to protect products similar to the one discussed in above.

4. Hand-carrying products to the customers.

5. Using special messengers to return the products.

6. Any other procedures that adequately protect products from compromise while they are awaiting return or being returned to the customer.

F. *Safeguards During Storage.* The WPC manager shall ensure that all personal data retained in the center for any purpose (including samples) are protected properly. Safeguarding procedures may include:

1. Marking will hard copies retained with special legends or designators.

2. Storing media containing personal data in separate files or areas.

3. Marking the storage containers for media containing personal data with special legends or notations.

4. Restricting the reuse of media used to process personal data or erasing the media before reuse.

5. Establishing special criteria for the WPC retention of media used to store and process personal data.

6. Returning the media to the customer for retention with the file copies of the finished products.

7. Discouraging, when practical, the long-term storage of personnal data in any form within the WPC.

8. Any other filing or storage procedures that safeguard adequately any personal information retained or filed within the WPC.

G. *Risk Assessment for WPCs.* 1. Each WPC manager will ensure that a formal, written risk assessment is prepared for each WPC that processes personal information subject to this regulation. The assessment will address the areas discussed in this enclosure, as well as any special risks that the WPC location, configuration, or organization may present to the compromise or alteration of personal data being processed or stored.

2. A risk assessment will be conducted at least every 5 years or whenever there is a change of equipment, equipment configuration, WPC location, WPC configuration or modification of the WPC facilities that either increases or decreases the likelihood or compromise of personal data.

3. Copies of the risk assessment will be retained by the WPC manager and made available to appropriate inspectors, as well as to personnel studying equipment for facility upgrading of personal data.

H. *Special Considerations in WPC Design and Modification.* Procedures will be established to ensure that all personnel involved in the design of WPCs or the acquisition of word processing equipment are aware of the special considerations required when processing personal data subject to this DLAR.

Appendix E—OMB Guidelines for Matching Programs

A. *Purpose.* These guidelines supplement and will be used in conjunction with OMB Guidelines on the Administration of the Privacy Act of 1974, issued on July 1, 1975, and supplemented on November 21, 1975. They replace earlier guidance on conducting computerized matching programs issued on March 30, 1979. They are intended to help agencies relate the procedural requirements of the Privacy Act to the operational requirements of computerized matching. They are designed to address the concern expressed by the Congress in the Privacy Act of 1974 that "the increasing use of computers and sophisticated information technology, while essential to the efficient operation of the Government, has greatly magnified the harm to individual privacy that can occur from any collection, maintenance, use, or dissemination of personal information." These guidelines do not authorize activities that are not permitted by law, nor do they prohibit activities expressly required to be performed by law. Complying with these guidelines, however, does not relieve a Federal agency of the obligation to comply with the provisions of the Privacy Act, including any provisions not cited in these guidelines.

B. *Scope.* These guidelines apply to all agencies subject to the Privacy Act of 1974 (5 U.S.C. 552a) and to all matching programs:

1. Performed by a Federal agency, whether the personal records used in the match are Federal or nonfederal.

2. For which a Federal agency discloses any personal records for use in a matching program performed by any other Federal agency or any nonfederal organization.

C. *Effective Date.* These guidelines were effective on May 11, 1982.

D. *Definitions.* For the purpose of the Guidelines, all the terms defined in the Privacy Act of 1974 apply.

1. *Personal Record.* Any information pertaining to an individual that is stored in an automated system of records; for example, a data base which contains information about individuals that is retrieved by name or some other personal identifier.

2. *Matching Program.* A procedure in which a computer is used to compare two or more automated systems of records or a system of records with a set of nonfederal records to find individuals who are common to more than one system or set. The procedure includes all of the steps associated with the match, including obtaining the records to be matched, actual use of the computer, administrative and investigative action on the hits, and disposition of the personal records maintained in connection with the match. It should be noted that a single matching program may involve several matches among a number of participants. Watching programs do not include the following:

a. Matches which compare a substantial number of records, such as, comparison of the Department of Education's defaulted student loan data base with the Office of Personnel Management's Federal employee data base would be covered; comparison of six individual student loan defaultees with the OPM file would not be covered.

b. Checks on specific individuals to verify data in an application for benefits done reasonably soon after the application is received.

c. Checks on specific individuals based on information which raises questions about an individual's eligibility for benefits or payments done reasonably soon after the information is received.

d. Matches done to produce aggregate statistical data without any personal identifiers.

e. Matches done to support any research or statistical project when the specfic data are not to be used to make decisions about the rights, benefits, or privileges of specific individuals.

f. Matches done by an agency using its own records.

3. *Matching Agency.* The Federal agency which actually performs the match.

4. *Source Agency.* The Federal agency which discloses records from a system of records to be used in the match. Note that in some circumstances a source agency may be the instigator and ultimate beneficiary of the matching program, as when an agency lacking computer resources uses another agency to perform the match. The disclosure of records to the matching agency and any later disclosure of "hits" (by either the matching or the source agencies) must be done in accordance with the provisions of paragraph (b) of the Privacy Act.

5. *Hit.* The identification, through a matching program, of a specific individual.

E. *Guidelines for Agencies Participating in Matching Programs.* Agencies should acquire and disclose matching records and conduct matching programs in accordance with the provisions of this section and the Privacy Act.

1. *Disclosing Personal Records for Matching Programs—*

a. *To another Federal agency.* Source agencies are responsible for determining whether or not to disclose personal records from their systems and for making sure they meet the necessary Privacy Act disclosure provisions when they do. Among the factors source agencies should consider are:

(1) Legal authority for the match.

(2) Purpose and description of the match.

(3) Description of the records to be matched.

(4) Whether the record subjects have consented to the match; or whether disclosure of records for the match would be compatible with the purpose for which the records were originally collected; that is, whether disclosure under a "routine use" would be appropriate; whether the soliciting agency is seeking the records for a legitimate law enforcement activity—whichever is appropriate; or any other provision of the Privacy Act under which disclosure may be made.

(5) Description of additional information which may be subsequently disclosed in relation to "hits."

(6) Subsequent actions expected of the source (for example, verification of the identity of the "hits" or followup with individuals who are "hits").

(7) Safeguards to be afforded the records involved, including disposition.

b. If the agency is satisfied that disclosure of the records would not violate its responsibilities under the Privacy Act, it may proceed to make the disclosure to the matching agency. It should ensure that only the minimum information necessary to conduct the match is provided. If disclosure is to be made pursuant to a "routine use" (Section b.3. of the Privacy Act), it should ensure that the system of records contains such a use, or it should publish a routine use notice in the **Federal Register**. The agency should also be sure to maintain an accounting of the disclosure pursuant to Section (c) of the Privacy Act.

c. *To a nonfederal entity.* Before disclosing records to a nonfederal entity for a matching program to be carried out by that entity, a source agency should, in addition to all of the consideration in subparagraph a. above, also make reasonable efforts, pursuant to Section (e)(6) of the Privacy Act, to "assure that such records are accurate, complete, timely, and relevant for agency purposes."

2. *Written Agreements.* Before disclosing to either a Federal or non-Federal entity, the source agency should require the matching entity to agree in writing to certain conditions governing the use of the matching file; for example, that the matching file will remain the property of the source agency and be returned at the end of the matching program (or destroyed as appropriate); that the file will be used and accessed only to match the file or files previously agreed to; that it will not be used to extract information concerning "non-hit" individuals for any purpose, and that it will not be duplicated or disseminated within or outside the matching agency unless authorized in writing by the source agency.

3. *Performing Matching Programs—*

a. Matching agencies should maintain reasonable administrative, technical, and physical security safeguards on all files involved in the matching program.

b. Matching agencies should ensure that they have appropriate systems of records including those containing "hits," and that such systems and any routine uses have been appropriately noticed in the **Federal Register** and reported to OMB and the Congress.

4. *Disposition of Records—*

a. Matching agencies will return or destroy source matching files (by mutual agreement) immediately after the match.

b. Records relating to this will be kept only so long as an investigation, either criminal or administrative, is active, and will be disposed of in accordance with the requirements of the Privacy Act and the Federal Records Act.

5. *Publication Requirements—*

a. Agencies, before disclosing records outside the agency, will publish appropriate "routine use" notices in the **Federal Register**, if necessary.

b. If the matching program will result in the creation of a new or the substantial alteration of an existing system of records, the agency involved should publish the appropriate **Federal Register** notice and submit the requisite report to OMB and the Congress pursuant to OMB Circular No. A-108.

6. *Reporting Requirements—*

a. As close to the initiation of the matching program as possible, matching agencies will publish in the **Federal Register** a brief public notice describing the matching program. The notice should include:

1. The legal authority under which the match is being conducted.

2. A description of the matching program including whether the program is one time or continuing, the organizations involved, the purpose or purposes for which the program is being conducted, and the procedures to be used in matching and following up on the "hits."

3. A complete description of the personal records to be matched, including the source or sources, system of records identifying data, date or dates and page number of the most recent **Federal Register** full text publication when appropriate.

4. The projected start and ending dates of the program.

5. The security safeguards to be used to protect against unauthorized access or disclosure of the personal records.

6. Plans for disposition of the source records and "hits."

7. Agencies should send a copy of this notice to the Congress and to OMB at the same time it is sent to the **Federal Register**.

a. Agencies should report new or altered systems of records as described in subparagraph 5b, above, as necessary.

b. Agencies should also be prepared to report on matching programs pursuant to the reporting requirements of either the Privacy Act or the Paperwork Reduction Act. Reports will be solicited by the Office of Information and Regulatory Affairs and will focus on both the protection of individual privacy and Government's effective use of information technology. Reporting instructions will be disseminated to the agencies as part of either the reports required by paragraph (p) of the Privacy Act, or section 3514 of Pub. L. 96-511.

8. *Use of Contractors.* Matching programs should, as far as practicable, be conducted "in-house" by Federal agencies using agency personnel, rather than by contract. When contractors are used:

a. The matching agency should, consistent with paragraph (m) of the Privacy Act, cause the requirements of that Privacy Act to be applied to the contractor's performance of the matching program. The contract should include the Privacy Act clause required by Federal Personnel Regulation Amendment 155 (41 CFR 1-1.337-5).

b. The terms of the contract should include appropriate privacy and security provisions consistent with policies, regulations, standards, and guidelines issued by OMB, GSA, and the Department of Commerce.

c. The terms of the contract should preclude the contractor from using, disclosing, copying, or retaining records associated with the matching program for the contractor's own use.

d. Contractor personnel involved in the matching program shall be made explicitly aware of their obligations under the Privacy Act and of these guidelines, agency rules, and any special safeguards in relation to each specific match performed.

e. Any disclosures of records by the agency to the contractor should be made pursuant to a "routine use" (5 U.S.C. 552a(b)(3)).

F. *Implementation and Oversight.* OMB will oversee the implementation of these guidelines and will interpret and advise upon agency proposals and actions within their scope, consistent with section 6 of the Privacy Act.

Apendix F—Litigation Status Sheet

1. Case Number.[1]

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[1] Number used by the Component for reference purposes.

2. Requester.
3. Document Title or Description.[2]
4. Litigation.
a. Date Complaint Filed.
b. Court.
c. Case File Number.[1]
5. Defendants (DoD Component and individual).
6. Remarks (brief explanation of what the case is about).
7. Court Action.
a. Court's Finding.
b. Disciplinary Action (as appropriate).
8. Appeal (as appropriate).
a. Date Complaint File.
b. Court.
c. Case File Number.[1]
d. Court's Finding.
e. Disciplinary Action (as appropriate).

Appendix G—Privacy Act Enforcement Actions

A. *Administrative Remedies.* Any individual who feels he or she has a legitimate complaint or grievance against the Defense Logistics Agency or any DLA employee concerning any right granted by this DLAR will be permitted to seek relief through appropriate administrative channels.

B. *Civil Actions.* An individual may file a civil suit against DLA or its employees if the individual feels certain provisions of the Privacy Act have been violated (see 5 U.S.C. 552a(g), reference (b).)

C. *Civil Remedies.* In addition to specific remedial actions, the Privacy Act provides for the payment of damages, court cost, and attorney fees in some cases.

D. *Criminal Penalties*—

1. The Privacy Act also provides for criminal penalties (see 5 U.S.C. 552a(1).) Any official or employee may be found guilty of a misdemeanor and fined not more than $5,000 if he or she willfully discloses personal information to anyone not entitled to receive the information, or maintains a system of records without publishing the required public notice in the **Federal Register**.

2. A person who requests or obtains access to any record concerning another individual under false pretenses may be found guilty of a misdemeanor and fined up to $5,000.

Appendix H—DLA Exemption Rules

Exempted Records Systems. All systems of records maintained by the Defense Logistics Agency will be exempt from the requirements of 5 U.S.C. 552a(d) pursuant to 5 U.S.C. 552a(k)(1) to the extent that the system contains any information properly classified under Executive Order 12356, and which is required by the Executive Order to be kept secret in the interest of national defense or foreign policy. This exemption, which may be applicable to parts of all systems of records, is necessary because certain record systems not otherwise specifically designated for exemptions herein may contain isolated items of information which have been properly classified.

a. ID: S.53 01 DLA-T (Specific Exemption)

1. *System name:* Personnel Security Files.

2. *Exemption:* This system of records is exempted from the following provisions of title 5, United States Code, section 552a: (c)(3); (d); and (e)(1).

3. *Authority:* 5 U.S.C. 552a(k)(2).

4. *Reasons:* The investigatory reports are used by appropriate Security Officers and Commanders or other designated officials as a basis for determining a persons's eligibility for access to information classified in the interests of national defense.

b. ID: S160.50 DLA(T) (Specific Exemption)

1. *System name:* Criminal Incident/Investigations File.

2. *Exemption:* This system of records is exempted from the following provisions of the Title 5, United States Code, section 552a: (c)(3); (d); and (e)(1).

3. *Authority:* 5 U.S.C. 552a(k)(2).

4. *Reasons:* Granting individuals access to information collected and maintained by this component relating to the enforcement of criminal laws could interfere with orderly investigations, with the orderly administration of justice, and possibly enable suspects to avoid detection or apprehension. Disclosure of this information could result in the concealment, destruction or fabrication of evidence and jeopardize the safety and well being of informants, witnesses and their families, and law enforcement personnel and their families. Disclosure of this information could also reveal and render ineffectual investigative techniques, sources and methods used by this component and could result in the invasion of privacy of individuals only incidentally related to an investigation. Investigatory material is exempt to the extent that the disclosure of such material would reveal the identity of a source who furnished the information to the Government under an express promise that the identity of the source would be held in confidence, or prior to September 27, 1975 under an implied promise that the identity of the source would be held in confidence. This exemption will protect the identities of certain sources who would be otherwise unwilling to provide information to the Government. The exemption of the individual's right of access to his records and the reasons therefore necessitate the exemptions of this system of records from the requirements of the other cited provisions.

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[2] Indicate the nature of the case, such as "Denial of access," "Refusal to amend," "Incorrect records," or other violations of the Act (specify).

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